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

Lori A. Weaver  
 Commissioner

Iain N. Watt  
 Interim Director

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May 31, 2024

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend the existing Comprehensive Family Support Services contracts with the Contractors listed below to continue providing Comprehensive Family Support Services, by exercising contract renewal options and increasing the total price limitation by \$8,447,421 from \$13,656,620 to \$22,104,041 and extending the completion dates from June 30, 2024 to June 30, 2026, effective July 1, 2024, upon Governor and Council approval. 89.39% Federal Funds. 10.61% General Funds.

The original contracts were approved by Governor and Council on July 15, 2020, item #21, and amended on September 21, 2022, item #5A.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease) Amount	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720.00	\$464,058.00	\$1,198,778.00
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692.00	\$890,300.36	\$2,119,992.36
The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368.00	\$876,992.00	\$2,360,360.00
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084.00	\$796,413.00	\$2,274,497.00

Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192.00	\$1,006,110.00	\$2,411,302.00
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260.00	\$658,448.00	\$1,593,708.00
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696.00	804,110.94	\$2,051,806.94
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692.00	\$769,270.00	\$1,925,962.00
Waypoint (Concord) Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372.00	\$756,108.00	\$2,104,480.00
Waypoint (Manchester) Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004.00	\$661,728.00	\$1,928,732.00
Waypoint (Southern) Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540.00	\$763,882.70	\$2,134,422.70
		<b>Total:</b>	<b>\$13,656,620.00</b>	<b>\$8,447,421.00</b>	<b>\$22,104,041.00</b>

Funds are available in the following accounts for State Fiscal Year 2025 and are anticipated to be available in State Fiscal Year 2026, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**See attached fiscal details.**

**EXPLANATION**

The purpose of this request is for the Contractors to ensure the continuity of Comprehensive Family Support Services (CFSS) by providing home visiting services statewide to pregnant and parenting caregivers and families with children under 18 years of age. Home visiting services provide access to a variety of parenting, economic, and public health supports based on individuals' needs.

Contractors will expand services by designating staff as "Newborn Navigators" within the CFSS program. Newborn Navigators will focus on outreach and engagement of families with newborns through a one-time, postpartum home visit. This service will allow the Contractors to reach more families and increase newborn families' connections to community-based resources that support maternal, family, and child health outcomes, as well as reduce the risk of child maltreatment.

The CFSS home visiting program provides preventative services at no cost to families, including household management, child development and maternal depression screenings, case management, and resource referrals such as nutrition support, childcare, and economic mobility support.

Approximately 1,250 families will be served each year. As a result, an average of 2,242 children and 1,592 adults will engage in services annually.

The Department will monitor services by:

- Reviewing the activities and outcome measures identified in the quarterly reports submitted by the Contractor.
- Quarterly meetings with the Contractor to ensure continued compliance with contractual requirements.
- Reviewing Contractor expenditures and conducting data quality assurance activities every month.
- Reviewing consumer satisfaction data, which must indicate an 80% favorable rating at minimum.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations, increasing the share of referred families who enroll in services, and increasing service completion rates.

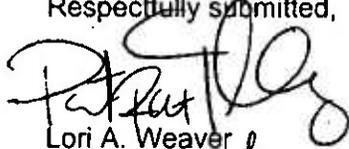
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council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

Should the Governor and Council not authorize this request, the Department will have limited capacity to provide community-based home-visiting services to children and families statewide which help prevent child maltreatment and promote child and family wellbeing.

Source of Federal Funds: Assistance Listing Number (ALN) 93.645, FAIN 2301NHCWSS; ALN 93.556, FAIN 2301NHFPSS; ALN 93.667, FAIN 2301NHSOSR; ALN 93.558, FAIN 2301NHTANF

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

Respectfully submitted,

  
Lori A. Weaver  
Commissioner

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS. HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I  
 100% Federal, CFDA #93.645, Title IV-B 2301NHCWSS

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,256.90	\$0.00	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90	\$0.00	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90	\$0.00	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90	\$0.00	\$4,256.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,027.60	\$8,512.00	\$25,539.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.00	\$0.00	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00	\$0.00	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00	\$0.00	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00	\$0.00	\$4,255.00
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,020.00	\$8,512.00	\$25,532.00

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

COMMUNITY ACTION PARTNERSHIP, OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90	\$0.00	\$4,255.90
2025	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
2026	102-500734	Social Service Contract	42106802	\$0.00	\$4,256.00	\$4,256.00
<i>Subtotal:</i>				\$17,023.60	\$8,512.00	\$25,535.60
<b>TOTAL:</b>				\$187,260.00	\$93,632.00	\$280,892.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS. HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES 100% Federal, CFDA #93.556, Promoting Safe and Stable Families 2301NHFPSS							
WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$0.00	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$0.00	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$0.00	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$0.00	\$26,309.42	\$6,577.36
2025	102-500734	Social Service Contract	42107311	\$0.00	\$26,309.00	\$26,309.00	\$6,577.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$26,309.00	\$26,309.00	\$6,577.25
<i>Subtotal:</i>				\$105,237.68	\$52,618.00	\$157,855.68	\$39,463.92

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$0.00	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$0.00	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$0.00	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$0.00	\$37,219.70	\$9,304.93
2025	102-500734	Social Service Contract	42107311	\$0.00	\$34,221.00	\$34,221.00	\$8,555.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$34,221.00	\$34,221.00	\$8,555.25
<b>Subtotal:</b>				<b>\$148,878.80</b>	<b>\$68,442.00</b>	<b>\$217,320.80</b>	<b>\$54,330.20</b>

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$0.00	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$0.00	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$0.00	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107307	\$39,404.73	\$0.00	\$39,404.73	\$9,851.18
2025	102-500734	Social Service Contract	42107311	\$0.00	\$39,405.00	\$39,405.00	\$9,851.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$39,405.00	\$39,405.00	\$9,851.25
<b>Subtotal:</b>				<b>\$157,618.92</b>	<b>\$78,810.00</b>	<b>\$236,428.92</b>	<b>\$59,107.23</b>

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$0.00	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$0.00	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$0.00	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$0.00	\$2,221.00	\$555.25
2025	102-500734	Social Service Contract	42107311	\$0.00	\$25,221.00	\$25,221.00	\$6,305.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$25,221.00	\$25,221.00	\$6,305.25
<b>Subtotal:</b>				<b>\$8,884.00</b>	<b>\$50,442.00</b>	<b>\$59,326.00</b>	<b>\$14,831.50</b>

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$0.00	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$0.00	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$0.00	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$0.00	\$32,109.00	\$8,027.25
2025	102-500734	Social Service Contract	42107311	\$0.00	\$10,109.00	\$10,109.00	\$2,527.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$10,109.00	\$10,109.00	\$2,527.25
<b>Subtotal:</b>				<b>\$128,436.00</b>	<b>\$20,218.00</b>	<b>\$148,654.00</b>	<b>\$37,163.50</b>

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$0.00	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$0.00	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$0.00	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$0.00	\$24,776.16	\$6,194.04
2025	102-500734	Social Service Contract	42107311	\$0.00	\$10,776.00	\$10,776.00	\$2,694.00
2026	102-500734	Social Service Contract	42107311	\$0.00	\$10,776.00	\$10,776.00	\$2,694.00
<b>Subtotal:</b>				<b>\$99,104.64</b>	<b>\$21,552.00</b>	<b>\$120,656.64</b>	<b>\$30,164.16</b>

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$0.00	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$0.00	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$0.00	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$0.00	\$13,172.37	\$3,293.09
2025	102-500734	Social Service Contract	42107311	\$0.00	\$22,672.00	\$22,672.00	\$5,668.00
2026	102-500734	Social Service Contract	42107311	\$0.00	\$22,672.00	\$22,672.00	\$5,668.00
<b>Subtotal:</b>				<b>\$52,689.48</b>	<b>\$45,344.00</b>	<b>\$98,033.48</b>	<b>\$24,508.37</b>

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$0.00	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$0.00	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$0.00	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$0.00	\$10,500.62	\$2,625.16
2025	102-500734	Social Service Contract	42107311	\$0.00	\$10,501.00	\$10,501.00	\$2,625.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$10,501.00	\$10,501.00	\$2,625.25
<b>Subtotal:</b>				<b>\$42,002.48</b>	<b>\$21,002.00</b>	<b>\$63,004.48</b>	<b>\$15,751.12</b>

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$0.00	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$0.00	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$0.00	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$0.00	\$5,309.00	\$1,327.25
2025	102-500734	Social Service Contract	42107311	\$0.00	\$10,309.00	\$10,309.00	\$2,577.25
2026	102-500734	Social Service Contract	42107311	\$0.00	\$10,309.00	\$10,309.00	\$2,577.25
<b>Subtotal:</b>				<b>\$21,236.00</b>	<b>\$20,618.00</b>	<b>\$41,854.00</b>	<b>\$10,463.50</b>

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$0.00	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$0.00	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$0.00	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$0.00	\$23,474.00	\$5,868.50
2025	102-500734	Social Service Contract	42107311	\$0.00	\$10,474.00	\$10,474.00	\$2,618.50
2026	102-500734	Social Service Contract	42107311	\$0.00	\$10,474.00	\$10,474.00	\$2,618.50
<b>Subtotal:</b>				<b>\$93,896.00</b>	<b>\$20,948.00</b>	<b>\$114,844.00</b>	<b>\$28,711.00</b>

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$0.00	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$0.00	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$0.00	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$0.00	\$15,503.00	\$3,875.75
2025	102-500734	Social Service Contract	42107311	\$0.00	\$9,503.00	\$9,503.00	\$2,375.75
2026	102-500734	Social Service Contract	42107311	\$0.00	\$9,503.00	\$9,503.00	\$2,375.75
<b>Subtotal:</b>				<b>\$62,012.00</b>	<b>\$19,006.00</b>	<b>\$81,018.00</b>	<b>\$20,254.50</b>
<b>TOTAL:</b>				<b>\$919,996.00</b>	<b>\$419,000.00</b>	<b>\$1,338,996.00</b>	<b>\$334,749.00</b>

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG  
 100% Federal Funds, CFDA #93.667, Title XX Grant 2301NH50SR

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$0.00	\$0.00	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00	\$0.00	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00	\$0.00	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00	\$0.00	\$0.00
<i>Subtotal:</i>				\$0.00	\$0.00	\$0.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20	\$0.00	\$79,299.20
<i>Subtotal:</i>				\$317,196.80	\$0.00	\$317,196.80
<b>TOTAL:</b>				\$3,171,968.00	\$0.00	\$3,171,968.00

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

05-095-042-421010-72150000-102-500734-45001501 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG  
 100% Federal Funds, CFDA #93.667, Title XX Grant 2301NH505R

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$79,299.00	\$79,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$79,299.00	\$79,299.00
<i>Subtotal:</i>				\$0.00	\$158,598.00	\$158,598.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$74,299.00	\$74,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$74,299.00	\$74,299.00
<i>Subtotal:</i>				\$0.00	\$148,598.00	\$148,598.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$59,299.00	\$59,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$59,299.00	\$59,299.00
<i>Subtotal:</i>				\$0.00	\$118,598.00	\$118,598.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$39,299.00	\$39,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$39,299.00	\$39,299.00
<i>Subtotal:</i>				\$0.00	\$78,598.00	\$78,598.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$99,299.00	\$99,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$99,299.00	\$99,299.00
<i>Subtotal:</i>				\$0.00	\$198,598.00	\$198,598.00

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$84,299.00	\$84,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$84,299.00	\$84,299.00
<i>Subtotal:</i>				\$0.00	\$168,598.00	\$168,598.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$70,000.00	\$70,000.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$70,000.00	\$70,000.00
<i>Subtotal:</i>				\$0.00	\$140,000.00	\$140,000.00

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$64,299.00	\$64,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$64,299.00	\$64,299.00
<i>Subtotal:</i>				\$0.00	\$128,598.00	\$128,598.00

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

<b>LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00		\$49,299.00	\$49,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00		\$49,299.00	\$49,299.00
<i>Subtotal:</i>				\$0.00		\$98,598.00	\$98,598.00

<b>THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00		\$94,299.00	\$94,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00		\$94,299.00	\$94,299.00
<i>Subtotal:</i>				\$0.00		\$188,598.00	\$188,598.00

<b>THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00		\$79,299.00	\$79,299.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00		\$79,299.00	\$79,299.00
<i>Subtotal:</i>				\$0.00		\$158,598.00	\$158,598.00
<b>TOTAL:</b>				\$0.00		\$1,585,980.00	\$1,585,980.00

**05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS; TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families; FAIN 2301NHTANF**

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48		\$0.00	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48		\$0.00	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48		\$0.00	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48		\$0.00	\$136,363.48
<i>Subtotal:</i>				\$545,453.92		\$0.00	\$545,453.92

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20		\$0.00	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20		\$0.00	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20		\$0.00	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20		\$0.00	\$136,363.20
<i>Subtotal:</i>				\$545,452.80		\$0.00	\$545,452.80

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87		\$0.00	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87		\$0.00	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87		\$0.00	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87		\$0.00	\$136,363.87
<i>Subtotal:</i>				\$545,455.48		\$0.00	\$545,455.48

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80	\$0.00	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80	\$0.00	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80	\$0.00	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80	\$0.00	\$58,282.80
<i>Subtotal:</i>				\$233,131.20	\$0.00	\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73	\$0.00	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73	\$0.00	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73	\$0.00	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73	\$0.00	\$136,363.73
<i>Subtotal:</i>				\$545,454.92	\$0.00	\$545,454.92

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74	\$0.00	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74	\$0.00	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74	\$0.00	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74	\$0.00	\$159,156.74
<i>Subtotal:</i>				\$636,626.96	\$0.00	\$636,626.96

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47	\$0.00	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47	\$0.00	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47	\$0.00	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47	\$0.00	\$136,363.47
<i>Subtotal:</i>				\$545,453.88	\$0.00	\$545,453.88

VNA AT HCS, INC.(KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28	\$0.00	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28	\$0.00	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28	\$0.00	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28	\$0.00	\$136,363.28
<i>Subtotal:</i>				\$545,453.12	\$0.00	\$545,453.12

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36	\$0.00	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36	\$0.00	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36	\$0.00	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36	\$0.00	\$99,246.36
<i>Subtotal:</i>				\$396,985.44	\$0.00	\$396,985.44

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09	\$0.00	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09	\$0.00	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09	\$0.00	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09	\$0.00	\$178,741.09
<i>Subtotal:</i>				\$714,964.36	\$0.00	\$714,964.36

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38	\$0.00	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38	\$0.00	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38	\$0.00	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38	\$0.00	\$186,391.38
<i>Subtotal:</i>				\$745,565.52	\$0.00	\$745,565.52
<b>TOTAL:</b>				<b>\$5,999,997.60</b>	<b>\$0.00</b>	<b>\$5,999,997.60</b>

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILIES  
 100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families; FAIN 2301NHTANF

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00	\$0.00	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00	\$0.00	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00	\$0.00	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$43,000.00	\$0.00	\$43,000.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$215,864.00	\$215,864.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$229,364.00	\$229,364.00
<i>Subtotal:</i>				\$172,000.00	\$445,228.00	\$617,228.00

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00	\$0.00	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00	\$0.00	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00	\$0.00	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00	\$0.00	\$45,000.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$195,014.00	\$195,014.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$197,364.00	\$197,364.00
<i>Subtotal:</i>				\$180,000.00	\$392,378.00	\$572,378.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00	\$0.00	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00	\$0.00	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00	\$0.00	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00	\$0.00	\$25,824.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$198,288.00	\$198,288.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$211,188.00	\$211,188.00
<i>Subtotal:</i>				\$103,296.00	\$409,476.00	\$512,772.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00	\$0.00	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00	\$0.00	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00	\$0.00	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00	\$0.00	\$32,000.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$141,783.00	\$141,783.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$155,283.00	\$155,283.00
<i>Subtotal:</i>				\$128,000.00	\$297,066.00	\$425,066.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97	\$0.00	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97	\$0.00	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97	\$0.00	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97	\$0.00	\$44,346.97
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$314,211.00	\$314,211.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$327,711.00	\$327,711.00
<i>Subtotal:</i>				\$177,387.88	\$641,922.00	\$819,309.88

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00	\$0.00	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00	\$0.00	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00	\$0.00	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00	\$0.00	\$25,824.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$320,980.00	\$320,980.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$358,980.00	\$358,980.00
<b>Subtotal:</b>				<b>\$103,296.00</b>	<b>\$679,960.00</b>	<b>\$783,256.00</b>

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00	\$0.00	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00	\$0.00	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00	\$0.00	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00	\$0.00	\$35,124.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$260,987.00	\$260,987.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$269,487.00	\$269,487.00
<b>Subtotal:</b>				<b>\$140,496.00</b>	<b>\$530,474.00</b>	<b>\$670,970.00</b>

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00	\$0.00	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00	\$0.00	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00	\$0.00	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00	\$0.00	\$52,360.00
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$284,724.00	\$284,724.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$298,224.00	\$298,224.00
<b>Subtotal:</b>				<b>\$209,440.00</b>	<b>\$582,948.00</b>	<b>\$792,388.00</b>

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54	\$0.00	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54	\$0.00	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54	\$0.00	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54	\$0.00	\$37,454.54
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$231,451.00	\$231,451.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$249,201.00	\$249,201.00
<b>Total:</b>				<b>\$149,818.16</b>	<b>\$480,652.00</b>	<b>\$630,470.16</b>

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97	\$0.00	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97	\$0.00	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97	\$0.00	\$29,065.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$29,065.97	\$0.00	\$29,065.97
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$275,807.00	\$275,807.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$288,807.00	\$288,807.00
<b>Subtotal:</b>				<b>\$116,263.88</b>	<b>\$564,614.00</b>	<b>\$680,877.88</b>

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52	\$0.00	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52	\$0.00	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52	\$0.00	\$30,000.52
2024	644-504187	SGFSER SGF SERVICES	42105874	\$30,000.52	\$0.00	\$30,000.52
2025	074-500589	Grants for Pub Asst	45030353	\$0.00	\$279,391.00	\$279,391.00
2026	074-500589	Grants for Pub Asst	45030353	\$0.00	\$292,391.00	\$292,391.00
<i>Subtotal:</i>				\$120,002.08	\$571,782.00	\$691,784.08
<b>TOTAL:</b>				<b>\$1,600,000.00</b>	<b>\$5,596,500.00</b>	<b>\$7,196,500.00</b>

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL 100% Federal Funds, CFDA #93.994, Federal Funds from HRSA B04MC45230

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	\$0.00	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	\$0.00	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	\$0.00	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	-\$4,576.00	\$0.00
<i>Subtotal:</i>				\$18,304.00	(\$4,576.00)	\$13,728.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00	\$0.00	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00	\$0.00	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00	\$0.00	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00	-\$5,394.00	\$0.00
<i>Subtotal:</i>				\$21,576.00	(\$5,394.00)	\$16,182.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30	\$0.00	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30	\$0.00	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30	\$0.00	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30	-\$6,487.30	\$0.00
<i>Subtotal:</i>				\$25,949.20	(\$6,487.30)	\$19,461.90

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001:						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00	\$0.00	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00	\$0.00	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00	\$0.00	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00	-\$5,804.00	\$0.00
<i>Subtotal:</i>				\$23,216.00	(\$5,804.00)	\$17,412.00

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64	\$0.00	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64	\$0.00	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64	\$0.00	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64	-\$3,045.64	\$0.00
<i>Subtotal:</i>				\$12,182.56	(\$3,045.64)	\$9,136.92

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00	\$0.00	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00	\$0.00	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00	\$0.00	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00	-\$6,486.00	\$0.00
<i>Subtotal:</i>				\$25,944.00	(\$6,486.00)	\$19,458.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06	\$0.00	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06	\$0.00	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06	\$0.00	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06	-\$7,639.06	\$0.00
<i>Subtotal:</i>				\$30,556.24	(\$7,639.06)	\$22,917.18

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	\$0.00	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	\$0.00	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	\$0.00	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00	-\$4,576.00	\$0.00
<i>Subtotal:</i>				\$18,304.00	(\$4,576.00)	\$13,728.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00	\$0.00	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00	\$0.00	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00	\$0.00	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00	-\$6,432.00	\$0.00
<i>Subtotal:</i>				\$25,728.00	(\$6,432.00)	\$19,296.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00	\$0.00	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00	\$0.00	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00	\$0.00	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00	-\$7,259.00	\$0.00
<i>Subtotal:</i>				\$29,036.00	(\$7,259.00)	\$21,777.00

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

<b>THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001</b>						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00	\$0.00	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00	\$0.00	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00	\$0.00	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00	-\$3,692.00	\$0.00
<i>Subtotal:</i>				<b>\$14,768.00</b>	<b>(\$3,692.00)</b>	<b>\$11,076.00</b>
<b>TOTAL:</b>				<b>\$245,564.00</b>	<b>(\$61,391.00)</b>	<b>\$184,173.00</b>

**05-095-042-421010-29580000-645-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES**

100% General Funds

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$43,288.00	\$0.00	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00	\$0.00	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00	\$0.00	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00	\$0.00	\$43,288.00
<i>Subtotal:</i>				<b>\$173,152.00</b>	<b>\$0.00</b>	<b>\$173,152.00</b>

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$9,219.00	\$0.00	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00	\$0.00	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00	\$0.00	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00	\$0.00	\$9,219.00
<i>Subtotal:</i>				<b>\$36,876.00</b>	<b>\$0.00</b>	<b>\$36,876.00</b>

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$51,000.00	\$0.00	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00	\$0.00	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00	\$0.00	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00	\$0.00	\$51,000.00
<i>Subtotal:</i>				<b>\$204,000.00</b>	<b>\$0.00</b>	<b>\$204,000.00</b>

<b>CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001</b>						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
<i>Subtotal:</i>				<b>\$7,272.00</b>	<b>\$0.00</b>	<b>\$7,272.00</b>

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

COMMUNITY ACTION PARTNERSHIP, OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$8,002.56	\$0.00	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56	\$0.00	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56	\$0.00	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56	\$0.00	\$8,002.56
<i>Subtotal:</i>				\$32,010.24	\$0.00	\$32,010.24

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$51,500.00	\$0.00	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00	\$0.00	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00	\$0.00	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00	\$0.00	\$51,500.00
<i>Subtotal:</i>				\$206,000.00	\$0.00	\$206,000.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$36,070.00	\$0.00	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00	\$0.00	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00	\$0.00	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00	\$0.00	\$36,070.00
<i>Subtotal:</i>				\$144,280.00	\$0.00	\$144,280.00

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
<i>Subtotal:</i>				\$7,272.00	\$0.00	\$7,272.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00	\$0.00	\$1,818.00
<i>Subtotal:</i>				\$7,272.00	\$0.00	\$7,272.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	645-504004	SGF Other	42105877	\$51,725.04	\$0.00	\$51,725.04
2022	645-504004	SGF Other	42105877	\$51,725.04	\$0.00	\$51,725.04
2023	645-504004	SGF Other	42105877	\$51,725.04	\$0.00	\$51,725.04
2024	645-504004	SGF Other	42105877	\$51,725.04	\$0.00	\$51,725.04
<i>Subtotal:</i>				\$206,900.16	\$0.00	\$206,900.16

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

<b>THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2021	645-504004	SGF Other	42105877	\$51,700.00	\$0.00	\$51,700.00	
2022	645-504004	SGF Other	42105877	\$51,700.00	\$0.00	\$51,700.00	
2023	645-504004	SGF Other	42105877	\$51,700.00	\$0.00	\$51,700.00	
2024	645-504004	SGF Other	42105877	\$51,700.00	\$0.00	\$51,700.00	
<i>Subtotal:</i>				\$206,800.00	\$0.00	\$206,800.00	
<b>TOTAL:</b>				<b>\$1,231,834.40</b>	<b>\$0.00</b>	<b>\$1,231,834.40</b>	

**05-095-045-450010-72150000-074-500589-45001502 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS: Bureau of Family Assistance, TITLE XX GRANTS-SSBG**  
**100% General Funds**

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$47,864.00	\$47,864.00	
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$47,864.00	\$47,864.00	
<i>Subtotal:</i>				\$0.00	\$95,728.00	\$95,728.00	

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$24,596.00	\$24,596.00	
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$24,596.00	\$24,596.00	
<i>Subtotal:</i>				\$0.00	\$49,192.00	\$49,192.00	

<b>WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$77,487.00	\$77,487.00	
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$77,487.00	\$77,487.00	
<i>Subtotal:</i>				\$0.00	\$154,974.00	\$154,974.00	

<b>CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$17,622.00	\$17,622.00	
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$17,622.00	\$17,622.00	
<i>Subtotal:</i>				\$0.00	\$35,244.00	\$35,244.00	

<b>COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$12,048.00	\$12,048.00	
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$12,048.00	\$12,048.00	
<i>Subtotal:</i>				\$0.00	\$24,096.00	\$24,096.00	

<b>GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001</b>							
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET	
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$66,987.00	\$66,987.00	
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$66,987.00	\$66,987.00	
<i>Subtotal:</i>				\$0.00	\$133,974.00	\$133,974.00	

**FISCAL DETAILS**  
**COMPREHENSIVE FAMILY SUPPORT SERVICES - AMENDMENT #2**  
**RFP-2021-DEHS-02-COMPR-01/02/03/04/05/06/07/08/09/10/11-A02**

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$43,710.00	\$43,710.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$43,710.00	\$43,710.00
<i>Subtotal:</i>				\$0.00	\$87,420.00	\$87,420.00

VNA AT HCS, INC. (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$16,393.00	\$16,393.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$16,393.00	\$16,393.00
<i>Subtotal:</i>				\$0.00	\$32,786.00	\$32,786.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$28,250.00	\$28,250.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$28,250.00	\$28,250.00
<i>Subtotal:</i>				\$0.00	\$56,500.00	\$56,500.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$48,000.00	\$48,000.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$48,000.00	\$48,000.00
<i>Subtotal:</i>				\$0.00	\$96,000.00	\$96,000.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2025	074-500589	Grants for Pub Asst	45001502	\$0.00	\$61,393.00	\$61,393.00
2026	074-500589	Grants for Pub Asst	45001502	\$0.00	\$61,393.00	\$61,393.00
<i>Subtotal:</i>				\$0.00	\$122,786.00	\$122,786.00
<b>TOTAL:</b>				\$0.00	\$888,700.00	\$888,700.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS. DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL 100% General Funds

FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-B001						
FISCAL YEAR	CLASS	TITLE	JOB NUMBER	CURRENT BUDGET	INCREASE (DECREASE) AMOUNT	REVISED BUDGET
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	\$0.00	\$75,000.00
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	\$0.00	\$75,000.00
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	\$0.00	\$75,000.00
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	-\$75,000.00	\$0.00
<i>Subtotal:</i>				\$300,000.00	(\$75,000.00)	\$225,000.00
<b>TOTAL:</b>				\$300,000.00	(\$75,000.00)	\$225,000.00

<b>CONTRACT TOTAL:</b>	<b>\$13,656,620.00</b>	<b>\$8,447,421.00</b>	<b>\$22,104,041.00</b>
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**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Children Unlimited, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,198,778
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 96% Federal Funds, comprised of:
      - 1.1.1. 2% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 5% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 34% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 57% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 2% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN B04MC45230.
    - 1.2. 4% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

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6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

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

State of New Hampshire  
Department of Health and Human Services

5/24/2024

Date

DocuSigned by:  
*Iain Watt*  
07700000F370467  
Name: Iain Watt  
Title: Interim Director - DPHS

Children Unlimited, Inc.

5/24/2024

Date

DocuSigned by:  
*Ardis Yahna*  
FDE70121002E1A0  
Name: Ardis Yahna  
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/24/2024

Date

DocuSigned by:

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Children Unlimited, Inc. located at 182 West Main Street, Conway, NH, and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Conway District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 7:30 AM to 5:30 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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Date 5/24/2024

New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.2.6.7. Accessing parental education on topics that include, but are not limited to:
  - 1.2.6.7.1. Child development.
  - 1.2.6.7.2. Child behavior.
  - 1.2.6.7.3. Child health.
  - 1.2.6.7.4. Coping and problem-solving skills.
  - 1.2.6.7.5. Safety.
  - 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

- 1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:
  - 1.3.1.1.1. Families at or below 250% of the federal poverty level;
  - 1.3.1.1.2. Single-parent families;
  - 1.3.1.1.3. First time parents;
  - 1.3.1.1.4. Families with other children under three (3) years of age;
  - 1.3.1.1.5. Parents under twenty-five (25) years of age; and
  - 1.3.1.1.6. Parents with limited educational attainment.
- 1.3.1.2. Make initial contact with families at during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:
  - 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
  - 1.3.1.2.2. Schedule a date and time for the initial home visit to occur and obtain initial intake prescreening information to follow up with the family.

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Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
  - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
  - 1.3.5.7. Assessment of referrals and connections to community resources.
  - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
  - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
  - 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kinicare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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- 1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

- 1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:
  - 1.9.1.1. The progress in achieving the stated outcomes.
  - 1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
  - 1.9.1.3. Referral and engagement data.
- 1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:
  - 1.9.2.1. Program accomplishments and activities, in detail.
  - 1.9.2.2. Recommendations for service development and outcomes.
  - 1.9.2.3. Systemic barriers experienced.
  - 1.9.2.4. Family satisfaction survey results.
- 1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.
- 1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:
  - 1.9.4.1. Participant names.
  - 1.9.4.2. Participant DOBs.
  - 1.9.4.3. Source of referral.
  - 1.9.4.4. Referral information.
  - 1.9.4.5. Release of information form.
  - 1.9.4.6. Income.
  - 1.9.4.7. Family assessment.
  - 1.9.4.8. Child/Family services plan.
  - 1.9.4.9. Case contact log.
  - 1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
  - 1.9.5.15.2. Childcare:
  - 1.9.5.15.3. Healthcare access.
  - 1.9.5.15.4. Community supports.
  - 1.9.5.15.5. Home visiting programs and type.
  - 1.9.5.15.6. Discharge date and reason.
  - 1.9.5.15.7. Post survey completion.
- 1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.
- 1.10. Performance Measures**
- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
  - 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program; monitored through the Family Support Data System (FSDS), upon Department request.
  - 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).
  - 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
  - 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
  - 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
  - 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
    - 1.10.7.1. Increasing outreach to high-risk populations.
    - 1.10.7.2. Increasing the share of referred families who enroll in services.
    - 1.10.7.3. Increasing service completion dates.
    - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
- 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
- 1.10.7.4.3. Improving the quality and safety of the home environment.
- 1.10.7.4.4. Increasing positive parenting behaviors.
- 1.10.7.4.5. Reducing parental anxiety and depression.
- 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
  - 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

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viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

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- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.15.2. Completion of Transition Services

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

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1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

1.15.3. Disagreement over Transition Services Results

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

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(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

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

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.

**4.2.** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any

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Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

## Exhibit C-5, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	Children Unlimited, Inc.	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2024 - 06/30/2025 (SFY 2025)	
<b>Indirect Cost Rate (if applicable)</b>	4.94%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$151,895	\$26,805
2. Fringe Benefits	\$41,638	\$7,348
3. Consultants	\$1,724	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational / Program	\$500	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$0
6. Travel	\$4,524	\$2,226
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$600	\$0
8. (b) Other - Education and Training	\$4,550	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Occupancy	\$12,000	\$6,000
Insurance	\$0	\$0
Audit / Legal	\$0	\$0
Telephone / Internet / Computers	\$0	\$3,000
Payroll	\$0	\$0
403B	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$217,431</b>	<b>\$45,379</b>
<b>Total Indirect Costs</b>	<b>\$10,750</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$228,181</b>	<b>\$45,379</b>

Contractor: 

Date: 5/24/2024

## Exhibit C-6, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Children Unlimited, Inc.		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026 (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 4.66%		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$160,313	\$28,291
2. Fringe Benefits	\$44,620	\$7,850
3. Consultants	\$1,773	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$500	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$0
6. Travel	\$6,175	\$575
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$1,000	\$0
8. (b) Other - Education and Training	\$4,550	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Occupancy	\$12,000	\$6,000
Insurance	\$0	\$0
Audit / Legal	\$0	\$0
Telephone / Internet / Computers	\$0	\$3,000
Payroll	\$0	\$0
403B	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$230,931</b>	<b>\$45,716</b>
<b>Total Indirect Costs</b>	<b>\$10,750</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$241,681</b>	<b>\$45,716</b>

Contractor: 

Date: 5/24/2024

# 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 CHILDREN UNLIMITED, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 02, 1986. 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: 87329

Certificate Number: 0006620992



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed

the Seal of the State of New Hampshire,

this 19th day of March A.D. 2024.

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

David M. Scanlan

Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Barbara Campbell, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of Children Unlimited, Inc.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 23, 2024, at which a quorum of the Directors/shareholders were present and voting.

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

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

Dated: 5/23/24

Barbara Campbell  
Signature of Elected Officer  
Name: Barbara Campbell  
Title: President



**Family Connections Resource Center at Children Unlimited. Mission Statement:**

To promote family wellness and decrease family stressors in order to prevent child abuse and neglect.

**Children Unlimited, Inc. overall Mission Statement:**

To foster and strengthen meaningful relationships that will provide a foundation for each child and each family to be happy, healthy and engaged members of their community.



**CHILDREN UNLIMITED, INC.**

**Financial Statements**

**June 30, 2023 and 2022**

**and**

**Independent Auditor's Report**

**CHILDREN UNLIMITED, INC.**  
**FINANCIAL STATEMENTS**  
**June 30, 2023 and 2022**

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**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Children Unlimited, Inc.

### **Opinion**

We have audited the accompanying financial statements of Children Unlimited, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Children Unlimited, Inc., as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Children Unlimited, Inc. 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 these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### **Auditor's Responsibility 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 auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional

omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

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

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

*Nashon Clukay & Company PC*

Manchester, New Hampshire  
December 1, 2023

**CHILDREN UNLIMITED, INC.**  
**Statements of Financial Position**  
June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash	\$ 436,363	\$ 750,852
Accounts receivable, net	200,788	158,031
<b>TOTAL CURRENT ASSETS</b>	<u>637,151</u>	<u>908,883</u>
<b>PROPERTY AND EQUIPMENT:</b>		
Land	103,956	103,956
Playground	142,197	142,197
Buildings and improvements	1,470,444	1,355,795
Furniture and fixtures	10,788	10,788
Equipment	50,817	48,347
	<u>1,778,202</u>	<u>1,661,083</u>
Less accumulated depreciation	(682,988)	(634,699)
<b>PROPERTY AND EQUIPMENT, NET</b>	<u>1,095,214</u>	<u>1,026,384</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,732,365</u>	<u>\$ 1,935,267</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 23,328	\$ 4,594
Accrued expenses	84,199	73,212
Advances from grantors		251,194
<b>TOTAL CURRENT LIABILITIES</b>	<u>107,527</u>	<u>329,000</u>
<b>TOTAL LIABILITIES</b>	<u>107,527</u>	<u>329,000</u>
<b>NET ASSETS:</b>		
Without donor restrictions:		
Undesignated	1,539,580	1,460,087
Board designated funds for building purposes	50,901	79,798
With donor restrictions:		
Purpose restrictions	34,357	66,382
<b>TOTAL NET ASSETS</b>	<u>1,624,838</u>	<u>1,606,267</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,732,365</u>	<u>\$ 1,935,267</u>

See notes to financial statements

**CHILDREN UNLIMITED, INC.**  
**Statements of Activities**  
For the Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS:</b>		
<b>SUPPORT AND REVENUE:</b>		
Grant income	\$ 866,167	\$ 718,277
Contributions	103,561	102,336
Annual appeal	17,230	11,025
Tuition income	503,564	419,070
Therapy income	417,870	371,755
Town support	43,152	44,652
Interest	200	173
Fundraising events	59,194	9,746
In-kind donations	10,878	
Other revenue	9,819	18,193
Net assets released from donor restrictions	<u>44,581</u>	<u>32,422</u>
<b>TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS</b>	<u><b>2,076,216</b></u>	<u><b>1,727,649</b></u>
<b>EXPENSES:</b>		
<b>Program services:</b>		
Child care	526,136	434,457
Preschool	247,030	233,375
Children's clinic	211,282	191,047
Family resource center	297,036	319,392
Region 7	<u>415,529</u>	<u>232,730</u>
Total program services	<u>1,697,013</u>	<u>1,411,001</u>
<b>Supporting services:</b>		
General administration	328,459	300,826
Fundraising	<u>148</u>	<u>109</u>
Total supporting services	<u>328,607</u>	<u>300,935</u>
<b>TOTAL EXPENSES</b>	<u><b>2,025,620</b></u>	<u><b>1,711,936</b></u>
<b>TOTAL INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u><b>50,596</b></u>	<u><b>15,713</b></u>
<b>CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS:</b>		
Fees and grants from governmental agencies	12,556	41,492
Net assets released from donor restrictions	<u>(44,581)</u>	<u>(32,422)</u>
<b>TOTAL INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS</b>	<u><b>(32,025)</b></u>	<u><b>9,070</b></u>
<b>CHANGE IN NET ASSETS</b>	<b>18,571</b>	<b>24,783</b>
<b>NET ASSETS - JULY 1</b>	<u><b>1,606,267</b></u>	<u><b>1,581,484</b></u>
<b>NET ASSETS - JUNE 30</b>	<u><b>\$ 1,624,838</b></u>	<u><b>\$ 1,606,267</b></u>

See notes to financial statements

**CHILDREN UNLIMITED, INC.**  
**Statement of Functional Expenses**  
For the Year Ended June 30, 2023

	Program Services					Total Program Services	Supporting Services		Total Supporting Services
	Child Care Services	Preschool Services	Children's Clinic Services	Family Resource Center	Region 7 Program		General Administration	Fundraising	
<b>SALARIES AND RELATED EXPENSES:</b>									
Salaries	\$ 413,100	\$ 223,904	\$ 189,316	\$ 220,402	\$ 35,721	\$ 1,082,443	\$ 111,828		\$ 111,828
Payroll taxes	32,696	16,800	14,395	16,694	2,740	83,325.00	8,553		8,553
Employee benefits	49,182	700	700	500		51,082	15,999		15,999
	<u>494,978</u>	<u>241,404</u>	<u>204,411</u>	<u>237,596</u>	<u>38,461</u>	<u>1,216,850</u>	<u>136,380</u>	<u>\$</u>	<u>136,380</u>
<b>OTHER EXPENSES:</b>									
Staff training	432	306	2,805	3,040	20,000	26,583	150		150
Dues and subscriptions							1,510		1,510
Fundraising costs								148	148
Advertising		698		175	10,175	11,048			
Food	226	51				277	334		334
Supplies	3,053					3,053	1,847		1,847
Insurance							25,884		25,884
Maintenance	13,203	1,512	324	1,407		16,446	39,600		39,600
Postage							1,198		1,198
Telephone	300	2,136	575	6,759		9,770	12,530		12,530
Travel	14	806	1,021	7,118	297	9,256			
Utilities							21,314		21,314
Depreciation							48,289		48,289
Bookkeeping							7,634		7,634
Legal and accounting					87	87	25,798		25,798
Office supplies	459	87	13	12	64	635	4,397		4,397
Miscellaneous	431	30				586	424		424
Bad debts			1,751			1,751			
Scholarships awarded	6,415					6,415			
Interest expense	6,625		382			7,007	559		559
Kinship navigator				6,614		6,614			
Region 7					345,217	345,217			
Trestle funds				29,710		29,710			
Raising the Valley				4,480	1,228	5,708	611		611
Total	<u>\$ 526,136</u>	<u>\$ 247,030</u>	<u>\$ 211,282</u>	<u>\$ 297,036</u>	<u>\$ 415,529</u>	<u>\$ 1,697,013</u>	<u>\$ 328,459</u>	<u>\$ 148</u>	<u>\$ 328,607</u>

See notes to financial statements

**CHILDREN UNLIMITED, INC.**  
**Statement of Functional Expenses**  
For the Year Ended June 30, 2022

	Program Services					Supporting Services			
	Child Care Services	Preschool Services	Children's Clinic Services	Family Resource Center	Region 7 Program	Total Program Services	General Administration	Fundraising	Total Supporting Services
<b>SALARIES AND RELATED EXPENSES:</b>									
Salaries	\$ 320,942	\$ 212,253	\$ 171,276	\$ 234,280	\$ 41,399	\$ 980,150	\$ 98,396		\$ 98,396
Payroll taxes	26,200	17,605	12,915	16,278	3,224	76,222.00	6,583		6,583
Employee benefits	56,198	600	610	610		58,018	6,069		6,069
	<u>403,340</u>	<u>230,458</u>	<u>184,801</u>	<u>251,168</u>	<u>44,623</u>	<u>1,114,390</u>	<u>111,048</u>	<u>\$ -</u>	<u>111,048</u>
<b>OTHER EXPENSES:</b>									
Staff training	473	60	526	12,082	11,500	24,641			
Consulting							14,515		14,515
Dues and subscriptions							1,001		1,001
Fundraising costs								109	109
Advertising	33					33			
Food	109					109			
Supplies	2,151					2,151	1,558		1,558
Insurance							24,286		24,286
Maintenance	13,842	2,090	1,586	2,425		19,943	33,351		33,351
Postage	71			21	9	101	820		820
Telephone	1,495		299	9,847	22	11,663	20,688		20,688
Travel	51	579	20	5,866		6,516			
Utilities							21,569		21,569
Depreciation							48,774		48,774
Bookkeeping							7,248		7,248
Legal and accounting							8,895		8,895
Office supplies	506	48	91	157		802	3,696		3,696
Miscellaneous	486	30		1,651	198	2,365	2,889		2,889
Bad debts	857	110	3,402	1,709		6,078			
Scholarships awarded	6,453					6,453			
Interest expense	4,590		322	24		4,936	488		488
Kinship navigator				8,681		8,681			
Region 7					176,378	176,378			
Trestle funds				25,761		25,761			
Total	<u>\$ 434,457</u>	<u>\$ 233,375</u>	<u>\$ 191,047</u>	<u>\$ 319,392</u>	<u>\$ 232,730</u>	<u>\$ 1,411,001</u>	<u>\$ 300,826</u>	<u>\$ 109</u>	<u>\$ 300,935</u>

See notes to financial statements

**CHILDREN UNLIMITED, INC.**  
**Statements of Cash Flows**  
For the Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from grants and contributions	\$ 1,727,592	\$ 1,948,519
Interest income received	200	173
Other income received	9,819	18,193
Cash paid to employees	(1,202,251)	(1,089,617)
Cash paid to suppliers and others	(725,164)	(548,949)
Interest paid	(7,566)	(5,424)
Net cash provided (used) by operating activities	<u>(197,370)</u>	<u>322,895</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of property and equipment	<u>(117,119)</u>	<u>(10,183)</u>
Net cash used for investing activities	<u>(117,119)</u>	<u>(10,183)</u>
Net increase (decrease) in cash and cash equivalents	(314,489)	312,712
<b>CASH AND EQUIVALENTS - July 1</b>	<u>750,852</u>	<u>438,140</u>
<b>CASH AND EQUIVALENTS - June 30</b>	<u>\$ 436,363</u>	<u>\$ 750,852</u>
<b>RECONCILIATION OF CHANGES IN NET ASSETS TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b>		
Change in net assets	\$ 18,571	\$ 24,783
<b>ADJUSTMENTS TO RECONCILE CHANGES IN NET ASSETS TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b>		
Depreciation	48,289	48,774
Change in operating assets and liabilities:		
Accounts receivable, net	(42,757)	(14,950)
Accounts payable	18,734	1,221
Accrued expenses	10,987	11,873
Advances from grantors	(251,194)	251,194
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>\$ (197,370)</u>	<u>\$ 322,895</u>
<b>SUPPLEMENTAL DATA:</b>		
In-kind services received	\$ 10,878	\$ -
In-kind expenses	<u>(10,878)</u>	<u>-</u>
	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
For the Years Ended June 30, 2023 and 2022

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Nature of Activities*

Children Unlimited, Inc. (the Organization) was organized as a nonprofit entity under Section 501(c)(3) of the Internal Revenue Code on November 24, 1986. The Organization was established for the purpose of providing developmental, educational, and therapeutic services to serve the needs of children from birth through five years of age and their families.

**Child Care**

We offer a childcare program for infants, toddlers, and preschoolers from ages 6 weeks to 6 years old with special emphasis on nurturing secure relationships and developing early friendships. We have an Infant Room, a Little Tots Room, a Toddler Room, and two Preschool-age rooms. We are designated in New Hampshire as a Granite Steps for Quality System- Step 1 childcare facility which is a quality rating system that recognizes New Hampshire childcare programs for efforts to improve the quality of care for young children and rewards programs that strive to improve their practices and staff qualifications. Our program includes daily activities that focus on all aspects of child development while providing an inclusive environment with professional support that allows children with typical development and children with special needs to play and learn together. Our goal is to offer children a "home away from home." The child-care staff benefits from consultations with the educational and therapeutic teams who are familiar with the children and their families.

**Children's Clinic**

Our professional staff has extensive pediatric training and experience in Early Childhood and Special Education, Speech/Language Pathology, Occupational and Physical Therapy, and Early Childhood Mental Health Therapy. We provide a variety of therapeutic services in-home or in our clinic which includes Speech/Physical/Occupational Therapy, Child-Directed, and Parent-Child Relationship Therapy. Play therapy services are provided by a licensed mental health counselor to children between ages 3 and 18. The children use toys for words, and their play is their language. For children who struggle in a school setting, a consultation can be provided to classroom staff or other service providers for a better continuum of care.

**Family Resource Center**

The Family Resource Center's mission is to promote family wellness and decrease family stressors to prevent child abuse and neglect. We are certified in New Hampshire as a resource center of quality. Services can be accessed by self-referral or through a referral from health care providers, local schools, or other community agencies. Our staff provides services to all families with children from birth to age 21 who live in Carroll County. We meet in their home or in the community to assess their needs, identify their strengths, and assist them in accessing local and state resources. The services we provide include home visits, parent education, family counseling, life skills training, resource navigation, and crisis intervention.

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2023 and 2022

**Preschool**

Our unique preschool program offers classrooms where children with typical development and children with special needs learn and play together. Our curriculum is language-based and literacy-rich to enhance pre-academic skills while promoting friendship and empathy. Evidence-based strategies are used to provide individualized programming for children with developmental, emotional, and behavioral challenges.

***Accounting Policies***

The accounting policies of Children Unlimited, Inc. conform to accounting principles generally accepted in the United States of America as applicable to nonprofit organizations except as indicated hereafter. The following is a summary of significant accounting policies.

***Basis of Presentation***

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Organization is required to report information regarding its financial position and activities according to the following net asset classifications:

***Net Assets Without Donor Restrictions*** – Net assets available for use in general operations and not subject to donor or certain grantor restrictions. The governing board has designated, from net assets without donor restrictions, net assets for building purposes.

***Net Assets With Donor Restrictions*** – Net assets subject to donor or certain grantor imposed restrictions. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

***Basis of Accounting***

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

***Recognition of Contributions and Donor Restrictions***

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. The Organization reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

For the Years Ended June 30, 2023 and 2022

***Revenue and Revenue Recognition***

The Organization recognizes contributions and miscellaneous income when cash is received or based on donor restrictions as described above. The Organization recognizes revenue from contracts with customers in the form of tuition and therapy services. Revenue from contracts with customers is recognized when the monthly services are rendered. The Organization recognizes revenue from town support once approved at the local municipalities' annual meetings. In addition, the Organization recognizes revenue from annual appeals, fundraising, and interest when received.

The Organization also has revenue derived from cost-reimbursable federal and state contracts and grants, which are conditional upon certain performance requirements and/or incurrence of allowable qualifying expenses. Amounts received are recognized as revenue without donor restrictions when the Organization has incurred expenditures or completed performance requirements in compliance with the specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures or completing performance requirements are reported as revenue with donor restrictions and amounts not yet received, but already awarded are recorded as grants and contract receivables. For grants and contributions with a right of return, amounts received prior to incurring qualifying expenditures are reported as advances from grantors in the statements of financial position.

***Cash***

Cash consists of demand deposits, cash on hand and all highly liquid investments with a maturity of ninety days or less.

***Property and Equipment***

Property and equipment are recorded at cost for purchased items and at fair value for donated items at the date of donation. The Organization's policy is to capitalize expenditures for major improvements and to charge to operations expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Playground	5-20
Buildings and improvements	5-39
Furniture and fixtures	5-10
Equipment	5-15

Depreciation expense for the years ending June 30, 2023 and 2022 was \$48,289 and \$48,774, respectively.

***Accrued Earned Time***

Full-time and part-time employees are eligible to accrue earned time as they provide services. Eligible employees must be scheduled for a minimum of 20 hours per week. Earned time is accrued as the following: employees with length of service between 60 days and 4 years can accrue earned time at a rate of .0577/hour, employees with length of service between 5 and 9 years can accrue earned time at a rate of .0654/hour, and employees with 10 or more years of service can accrue earned time at a rate of .0769/hour. The Executive Director is eligible to accrue earned time at a rate of .0962/hour. Earned time

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

For the Years Ended June 30, 2023 and 2022

may be accrued to a maximum of 240 hours. Upon termination of employment, any accrued/unused earned time will be paid at current rates of pay, except for employees who have been employed for less than 60 days.

***Bad Debts***

The Organization uses the reserve method for accounting for bad debts. It is the Organization's policy to charge off uncollectible receivables when management determines the receivable will not be collected. For the years ending June 30, 2023 and 2022, the Organization reserved \$5,000 and \$4,245, respectively, as an allowance for uncollectible receivables.

***Donated Services***

The Organization receives donated professional services which are recorded as both revenue and expenses at estimated fair value. Donated services recognized as revenue and expenses in the Statements of Activities for the years ending June 30, 2023 and 2022 was \$10,878 and \$0, respectively.

***Functional Allocation of Expenses***

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function.

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Accordingly, certain administrative costs have been allocated among the programs and supporting services benefited, based primarily on percentage allocations calculated based on a flat percentage rate. The expenses that are allocated include salaries, payroll taxes, and employee benefits.

***Income Taxes***

The Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is also exempt from State of New Hampshire income taxes and, therefore, has made no provision for Federal or State income taxes. In addition, the Organization has been determined by the Internal Revenue Service page not to be a "Private Foundation" within the meaning of Section 509(a) of the Code.

The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* requires the Organization to report uncertain tax positions for financial reporting purposes. The Entity had no uncertain tax positions as of June 30, 2023 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

***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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2023 and 2022

*Fair Value of Financial Instruments*

Cash, accounts receivables, accounts payable, accrued expenses and other liabilities are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amount which could be realized upon immediate liquidation.

**NOTE 2—ADOPTION OF ACCOUNTING STANDARDS**

In February 2016, the Financial Accounting Standards Board (FASB) issued guidance (Accounting Standards Codification [ASC] 842, *Leases*) to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the balance sheet. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. No such lease agreements have been identified by the Organization. Accordingly, management has determined that the effect of implementing ASC 842 related to the financial statements to be immaterial.

**NOTE 3—LIQUIDITY AND AVAILABILITY**

The Organization regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. Sources of liquidity include cash and accounts receivable.

The following table reflects the Organization's financial assets as of June 30, 2023 and 2022, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date because of donor restrictions or internal board designations. In the event the need arises to utilize the board designated reserve funds for liquidity purposes, the reserve could be drawn upon through board resolution.

Financial assets available for general expenditure, reduced by donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>2023</u>	<u>2022</u>
Cash	\$ 436,363	\$ 750,852
Accounts receivable, net	<u>200,788</u>	<u>158,031</u>
Total Financial Assets	637,151	908,883
Less:		
Net assets with donor restrictions	(34,357)	(66,382)
Board designated reserve	<u>(50,901)</u>	<u>(79,798)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 551,893</u>	<u>\$ 762,703</u>

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2023 and 2022

**NOTE 4—CONCENTRATION OF CREDIT RISK**

The Organization maintains its cash balances in two financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to a combined total of \$250,000 per financial institution as of June 30, 2023 and 2022. The bank balances may, at times, materially exceed federally insured limits. The Organization has not experienced any losses on such accounts. The Organization's cash was uninsured in the amount of \$5,943 and \$55,621 as of June 30, 2023 and 2022, respectively.

**NOTE 5—NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions consist of the following at June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Silver anniversary fund	\$ 9,660	\$ 13,767
Scholarship funds	9,442	10,540
Preschool Development Implementation Grant		204
Safety Equipment Grant	274	370
Integrated delivery network funds		8
Trestle funds	13,555	999
Child Care Achieving Stabilization Program	1,426	40,494
	<u>\$ 34,357</u>	<u>\$ 66,382</u>

**NOTE 6—ECONOMIC DEPENDENCE**

The Organization's primary source of revenues is fees and grants received from the State of New Hampshire and the New Hampshire Children's Trust. During the year ended June 30, 2023 and 2022, the Organization received \$878,723 (42.99%) and \$759,769 (43.75%), respectively, of its revenues in the form of fees and grants.

Revenue is recognized as earned under the terms of the grant contracts and is received on a cost reimbursement basis and/or satisfaction of certain performance requirements. Other support originates from other program services, contributions, Town support, and other income.

**NOTE 7—REVENUE FROM CONTRACTS WITH CUSTOMERS**

The following table provides information about balances of receivables, contract assets, and contract liabilities associated with contracts with customers for the years ended June 30, 2023 and 2022:

	<u>Receivables</u>	<u>Contract Assets</u>	<u>Contract Liabilities</u>
June 30, 2023	\$ 156,581	\$ -	\$ -
June 30, 2022	\$ 82,109	\$ -	\$ -
June 30, 2021	\$ 75,363	\$ -	\$ -

**CHILDREN UNLIMITED, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2023 and 2022

**NOTE 8—CONTINGENCIES**

The Organization participates in a number of Federal and State assisted grant programs and contracts. Such programs may be subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenses which may be disallowed by a grantor agency cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

**NOTE 9—SUBSEQUENT EVENTS**

Subsequent events have been evaluated through December 31, 2023, which is the date the financial statements were available to be issued.

**2023-24 CU Board of Directors**

Barbara Campbell, President (2016)  
Sarah Parsons, Vice President (2020)  
Sadie Tagliaferri (2021)  
Gail Yalenezian, Secretary (2021)  
Michelle Cruz (2023)  
Ivette Emery (2024)  
Natasha Gonzalez (2024)  
Kim Hogan (2024)  
Victoria Laracy (2024)  
Nadine Armstrong, Treasurer (2024)

Ardis Yahna, Executive Director  
Melissa Woodbury, Financial Admin

# Ariel Callanan

## WORK EXPERIENCE

### **Family Support Provider**

May 2022- present

Children Unlimited

Responsible for following and creating treatment plans being served through the family resource center

### **Server**

August 2021- present

May Kelly's Irish Cottage

Server at restaurant, responsible for dealings with customers

### **Server/ Bartender**

July 2019- August 2021

Red fox Bar and Grille

Server at restaurant, responsible for dealings with customers

### **Assistant Teacher**

February 2020- July 2020

Josiah Bartlett Elementary School

Assistant teacher in a kindergarten classroom. Responsible for assisting the classroom teacher with many tasks.

### **Substitute Teacher**

Jackson Grammar School  
2020

September 2019- February

Filled in for teachers on an as needed basis.

### **Preschool Lead Teacher**

August 2018- June 2019

Lilliputian Montessori School

Lead teacher in a Montessori preschool classroom. Responsible for curriculum planning and parent communication.

### **Preschool Teacher**

Bartlett Community Preschool

October 2017- June 2018

Working 1:1 with a preschool student to assist them through their school day

### **LNA**

Timberland Homecare

August 2017- Dec 2017

Overnight staff for an elderly woman who needed 24/7 care

**HHA**

Connected Homecare

April 2017- July 2017

In-home elder care, assisted elderly with activities of daily living to maintain independence

**Patient Care Technician**

Emerson Hospital

February 2015- April 2017

Experience working in the Emergency department and ME/d/surg. Responsible for assisting the nursing staff with many different care needs. Including but not limited to, toileting, changing incontinent patients, cleaning patients, transporting patients to different departments, wound care, splinting, and vitals.

**Northern Human Services**

November 2008 to May 2011

Supervise Direct Care staff in residential homes for adults with developmental disabilities

Responsible for overseeing and developing goals for ISP's

- Responsible for overseeing staff in assisting individuals with ADL's and medical care, med administration according to MAP

- Oversaw 26 staff

- Payroll, staff supervision, scheduling, and running trainings

**Prior Teacher experience**

**SAU 9**

Substitute teacher

Nov 2006- June 2007

Substitute teacher in elementary settings. Primarily subbed as 1:1 aid in the fourth grade.

**Hammond Square Children's Center**

August 2005-July 2006

Co-teacher in a preschool classroom for children ages 2.9 to 5. Responsible for communication with parents and creating curriculum for the classroom based on Montessori theories.

**EDUCATION**

**Master's of Elementary Education**

January 2019

Minor in Early Childhood Education

Concordia University

**Bachelors of Social Work**

Regis College

May 2001

# Ellery Hunt

## Education

**Bachelor of Science in Social Work** — Plymouth State University at Plymouth, NH | August 2020 - May 2023

GPA: 3.91

**Core Courses:** Human Behavior and The Social Environment, Health and Society, Social Welfare and Policy, Child Welfare and Family Services, Diversity and Oppression

**Organizations/Clubs:** National Phi Alpha Honor Society for Social Work, Social Action Trip Club, Social Work Club

## Professional Experience

**Family Support Provider** — **Children Unlimited Family Resource Center** | **June 2023 - Present** Worked alongside caregivers of all different backgrounds to support them and their families by connecting them with needed resources, referrals, parenting support, and navigating local and state resources. Provided community outreach by offering playgroups, youth science groups, parenting classes, support groups, and book groups, and by creating a monthly newsletter that is sent to community partners and families within the community.

**Social Work Intern** — **Whole Village Family Resource Center** | **January 2023 - May 2023** Worked with individuals and families to best support them by connecting them with resources. Helped facilitate playgroup and participated in Parent Ed. Provided research to the staff while finding new and existing resources in the area. Gathered and entered data into the organization's database. Observed family case management and learned the grant process for non-profits. Practiced customer service and front desk responsibilities.

**NASW JEDI Conference** — **National Association of Social Work** | **December 2022**

Invited to the NASW conference to present a poster on Central Carroll County, New Hampshire housing inequities. The concept of implementing home sharing was introduced to combat the housing crisis within the state of New Hampshire.

**Direct Support Professional** — **Next Steps Community Services** | **May 2022 - August 2022** Supported individuals who have developmental disabilities with their daily needs. Provided emotional support, de-escalation, documentation, distributed medicine, and was trained in Management of Aggressive Behaviors (MOAB).

**Customer Associate** — **Walmart** | **January 2022 - May 2023**

Provided customer service, assisted customers when needed, managed inventory, provided customers with information about items, and communicated with other employees along with management.

## Certifications

Foundational Motivational interviewing | August 2023

Community Health Worker | November 2023

Trauma-Responsive Early Childhood Intervention (TREC) | April 2023



# SAMANTHA L JONES

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## WORK EXPERIENCE

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### **Family Support Provider/CHW/Kinship Coordinator**

09/2020 to Present

The Family Connections Resource Center at Children Unlimited  
182 West Main St. Conway, NH 03818

- Access family needs to identify necessary resources and supports within the community
- Provide family support and parental education in a professional empathetic and objective manner
- Develop treatment and safety plans within the family unit
- Supervise visitation between child and biological parent/s
- Clear, unbiased documentation of family interaction/goal progress
- Coordinate referrals to services and related agencies
- Establish regular contact with families primarily through home/community visits
- Participate in training opportunities to maintain individual and agency competency
- Maintain flexible schedule to accommodate family needs
- Collaborate and meet with other service providers
- Attend weekly supervision and staff meetings

### **Store Manager**

08/2018 to 09/2020

Olympia Sports  
North Conway, NH 03860

- Recruiting, interviewing, hiring, disciplining and termination of employees
- Creating schedules and assigning work responsibilities
- Training and providing ongoing education
- Staff performance evaluations
- Merchandising the store in accordance with company standards
- Receiving/transferring shipment of product to/from location
- Price changes, marketing, promotions
- Loss Prevention awareness/inventory

### **Waitress**

05/2012 to 10/2019

Jena's Lobster Quest

Ossipee, New Hampshire, 03814

- Greeting/seating of guests
- Providing up to date information on menu/specials/pricing
- Ensuring food orders are placed and made correctly
- Following health standards in regard to handling food
- Proper handling of cash/change

### **Assistance Manager**

09/2017 to 08/2018

Olympia Sports

North Conway, New Hampshire, 03860

- Greet customers with a smile and knowledge of current promotions
- Receive/transfer shipment of merchandise
- Fill online orders in timely manner
- Maintain cleanliness of store including proper restocking of shelves, inventory, loss prevention, organization.
- Register/complete cash outs/proper handling of money
- Correct promotion signage
- Bank Deposit

### **Personal Care Attendant**

02/2014 to 04/2017

Northern Human Services

Conway, New Hampshire, 03818

- Assistance with activities of daily living
- Bathing and proper hygiene
- Transfer in/out of wheelchair/two-hand assist
- Complete proper tube feeding, including measurement and time duration
- Interaction with community resources and engagements
- Hand over hand assistance with responsibilities to include eating, writing, play
- Up to date knowledge of communication device and accessibility
- Thorough documentation of daily activities, food, bathing/bathroom tracker and goal setting

### **Rehabilitation Specialist/Special Education Assistant**

03/2013 to 11/2015

Lakeview Neuro Rehabilitation

Effingham, New Hampshire, 03882

- Assistance with activities of daily living
- Transportation within facility as well as into the community
- Hand over hand assistance with responsibilities to include bathing, dressing, grooming
- Repetition of programming and goals
- Thorough documentation of daily activities, food, bathing/bathroom tracker and goal setting
- Assistance with education in the classroom
- Daily shift-change meetings to provide up to date information and insight into client's day

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**SKILLS**

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Thorough documentation

Time management

Team building and collaboration

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**EDUCATION**

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**Granite State College**

Bachelor's

Psychology/Minor in Human Services

Conway, New Hampshire, 03818

09/2015

**Granite State College**

Associate

Behavioral Science

Conway, New Hampshire, 03818

12/2013

**Kingswood Regional High School**

High school or equivalent

Diploma

Wolfeboro, New Hampshire, 03894

05/2011

Cathleen A. Livingston

**Education:** B.A. in Psychology, Ithaca College, Ithaca, NY (1988)  
Minors: Exercise Science and Sport Studies

**Professional Experience:**

2021-present: **Family Connections Resource Center, Children Unlimited**  
Director of Family Resource Center

Provide supervision of family support providers and kinship navigators, home visiting, parent education and support, including parenting classes, case management, resource and referral, collaboration and networking with community and state agencies.

2011-2021: **Family Connections Resource Center, Children Unlimited**  
Family Support Provider

Provide parent education, home visiting, support and education with community resources. Identify family strengths, assess needs, develop and implement an action plan to achieve success at home and in the community. Child Health Support Provider: in-home support for children and families in conjunction with Division of Children, Youth and Families, family counseling from a strength-based, solution focused model, behavioral health management, referrals, supervised visitation and crisis intervention.

2002-2011: **Starting Point**  
Direct Service Administrator/ Shelter Manager

Oversee daily functioning of emergency shelter. Provide case management services to shelter clients, provide court, hospital and support line advocacy. Co-facilitate trauma support group. Manage, recruit and train all volunteers and maintain current files.

1997-2002: **Northern Human Services**  
Children's Case Manager

Responsible for a caseload of over 20 families, wrote and implemented treatment plans, provided outreach services to children and families, member of the treatment team, acted as liaison and advocate in schools for identified children. Maintained files in accordance with state regulations.

1993-1996: **Bartlett Community Preschool**  
Teacher's Assistant

Responsible for assisting head teacher/director in leading educational activities for children aged 3-6 years. Planned field trips and managed the lunch program. Provided after school care for children aged 3- 12 years.

1990-1991: **Pine Tree Elementary School**  
Special Education Aide

Aide for a kindergarten child with autism. Provided support in all classroom activities. Attended all IEP meetings.

1989-1990: **Conway Elementary School**  
Special Education Aide

Provided individual and small group instruction for three students in the second grade in reading and math. Assisted classroom teacher with daily activities.

**Associations:**

Member of the White Mountain Milers  
Sigma XI Honor Society

	<b>Children Unlimited, Inc.</b>			
		<u>Key Personnel</u>		
<b>Name</b>	<b>Job Title</b>	<b>Salary</b>	<b>% Paid from this Contract</b>	<b>Amount Paid from this Contract</b>
Ariel Callanan	Family Support Provider	\$ 49,920.00	74.00%	\$ 37,128.00
Ellery Hunt	Family Support Provider	\$ 45,760.00	51.00%	\$ 23,338.00
Samantha Jones	Family Support Provider	\$ 49,920.00	17.00%	\$ 8,486.00
Cathy Livingston	Director, FCRC	\$ 62,400.00	72.00%	\$ 44,863.00
New Hire	Family Support Provider	\$ 43,680.00	62.00%	\$ 26,918.00

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Shilbjaette  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### **EXPLANATION:**

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

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

Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lon A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Children Unlimited Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.5., Staffing, Subsection 1.5.6., Paragraph 1.5.6.6., to read:  
1.5.6.6. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
  - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
  - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

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

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

State of New Hampshire  
Department of Health and Human Services

8/29/2022

Date: \_\_\_\_\_

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

Children Unlimited Inc.

8/29/2022

Date: \_\_\_\_\_

*Ardis Yanna*

Name: Ardis Yanna

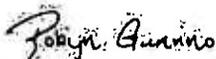
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

8/30/2022

Date



Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name

Title

21  
man

Lori A. Shilbette  
Commissioner

Christine L. Santandello  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
FAX: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 26, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

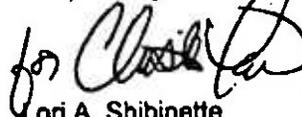
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



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

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>LRCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint - Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

(100% Federal, CPDA #23,645, Title IV-B)

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B003				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-D001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-D001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

MAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORLIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORLIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-041-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #93.556, Promoting Safe and Stable Families, WAYPOINT (PIKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (PIKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (PIKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

JLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$3,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$3,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$3,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$3,309.00	\$1,327.25
Total:				\$13,236.00	\$5,309.00

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$61,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421010-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CFDA #23.467, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-1003

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

03-095-045-450010-41270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT. OF. IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CPDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN 12NHITAF

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,454.92

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,454.80

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$139,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$139,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$139,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$139,156.74
<b>Total:</b>				<b>\$636,626.96</b>

**FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
<b>Total:</b>				<b>\$545,453.88</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177374-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
<b>Total:</b>				<b>\$545,453.12</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
<b>Total:</b>				<b>\$396,985.44</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
<b>Total:</b>				<b>\$714,964.36</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
<b>Total:</b>				<b>\$745,565.52</b>
<b>Sub-Total:</b>				<b>\$5,999,997.60</b>

**05-095-045-450010-6146000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SYCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS**

100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 12N1TANF

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$43,000.00
<b>Total:</b>				<b>\$172,000.00</b>

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREY UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Facilities First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SQF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SQF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,400,000.00

05-995-096-902018-31-900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES; HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES; MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #23.924, Federal Funds from HRSA

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-0004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 17625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
<b>Total:</b>				<b>\$30,556.24</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 17724-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177291-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
<b>Total:</b>				<b>\$25,728.00</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
<b>Total:</b>				<b>\$29,036.00</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
<b>Total:</b>				<b>\$14,768.00</b>
<b>Sub-Total:</b>				<b>\$245,544.00</b>

**05-095-042-421010-19580000-443-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF; HHS: HUMAN SERVICES, CHILD PROTECTION; CHILD-FAMILY SERVICES**

**100% Capital Funds WAYPOINT (FWA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
<b>Total:</b>				<b>\$173,152.00</b>

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
<b>Total:</b>				<b>\$36,876.00</b>

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
<b>Total:</b>				<b>\$204,000.00</b>

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 136114-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154783-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$206,000.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001				
FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
<b>Total:</b>				<b>\$300,000.00</b>	
<b>Sub-Total:</b>				<b>\$300,000.00</b>	
<b>Grand Total:</b>				<b>\$13,656,620.00</b>	<b>\$229,999.00</b>

Subject: Comprehensive Family Support Services RFP-2021-DEHS-02-COMP-02

**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**

**I. IDENTIFICATION:**

<p><b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services</p>		<p><b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857</p>	
<p><b>1.3 Contractor Name</b> Children Unlimited Inc.</p>		<p><b>1.4 Contractor Address</b> 182 West Main Street P.O. Box 986 Conway, NH 03818</p>	
<p><b>1.5 Contractor Phone Number</b>  (603) 447-6356</p>	<p><b>1.6 Account Number</b> 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734, 05-095-045-450010-61270000-102-500731, 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004</p>	<p><b>1.7 Completion Date</b> <del>June 30, 2020</del> <i>dy</i> June 30, 2024</p>	<p><b>1.8 Price Limitation</b>  \$734,720</p>
<p><b>1.9 Contracting Officer for State Agency</b>  Nathan D. White, Director</p>		<p><b>1.10 State Agency Telephone Number</b>  (603) 241-9631</p>	
<p><b>1.11 Contractor Signature</b> <i>[Signature]</i> Date: 6/25/20</p>		<p><b>1.12 Name and Title of Contractor Signatory</b> Analis Valencia, Executive Director</p>	
<p><b>1.13 State Agency Signature</b> <i>Christine Santaniello</i> Date: 6/25/20</p>		<p><b>1.14 Name and Title of State Agency Signatory</b> Christine Santaniello, Director, DEHS</p>	

Contractor Initials *[Initials]*  
Date *6/24/20*

1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i>	
By:	Director, On:
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>	
By: <i>/s/Christen Lavers</i>	On: <i>6/28/20</i>
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>	
G&C Item number:	G&C Meeting Date:

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

### 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

### 9. TERMINATION.

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

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

submit to the State a Transition Plan for services under the Agreement.

### 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

### 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

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

#### 15. WORKERS' COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT A**

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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

- 1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:
  - 3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").
- 1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:
  - 3.3. The parties may extend the Agreement for up to two (2) additional year(s) from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.
- 1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:
  - 12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

*dy*  
6/22/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

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**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

- 1.1.1. The Contractor shall provide services to pregnant and parenting women and other families with children up to twenty-one (21) years of age who are:
  - 1.1.1.1. At risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy.
    - 1.1.1.1.2. Health and nutrition.
    - 1.1.1.1.3. Education and employment.
    - 1.1.1.1.4. Parenting challenges.
    - 1.1.1.1.5. Social isolation.
    - 1.1.1.1.6. Substance use disorders.
    - 1.1.1.1.7. Mental health events.
    - 1.1.1.1.8. Child abuse and neglect.
    - 1.1.1.1.9. Substance exposed infants.
  - 1.1.1.2. At risk for child abuse and neglect; and
  - 1.1.1.3. Perinatal families of substance exposed infants.
  - 1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.
- 1.1.2. The Contractor shall provide services at 182 West Main Street, Conway, NH and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Conway District Office Catchment Area.
- 1.1.3. The Contractor shall provide voluntary Comprehensive Family Support Services.
- 1.1.4. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.5. For the purposes of this Agreement, all references to business hours shall mean Monday through Friday from 7:30 AM to 5:30 PM, excluding state and federal holidays.

*CH*  
6/22/2020

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

- 1.1.6. The Contractor shall obtain the FRC-Q designation no later than the contract completion date, ensure a formal FRC-Q application is submitted to the New Hampshire Children's Trust and the Wellness and Prevention Committee no later than April 1, 2021.
- 1.1.7.
- 1.1.8. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.9. The Contractor shall attend quarterly meetings for Comprehensive Family Support Services (CFSS), as scheduled by the Department.
- 1.1.10. The Contractor shall provide CFSS utilizing the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods, as determined to be convenient for clients and families, which include, but are not limited to:
  - 1.1.10.1. Home visiting services.
  - 1.1.10.2. Workshops.
  - 1.1.10.3. Support groups.
  - 1.1.10.4. Utilizing the Strengthening Families Framework.
  - 1.1.10.5. The No Wrong Door approach.
  - 1.1.10.6. Addressing protective factors.
  - 1.1.10.7. Community Events.
- 1.1.11. The Contractor shall provide services designed to prevent child maltreatment, neglect and Juvenile Justice Involvement by ensuring:
  - 1.1.11.1. Services are trauma informed.
  - 1.1.11.2. Parenting education and family support is available through a variety of evidence-based curriculums; and
  - 1.1.11.3. Age appropriate education is available utilizing Bright Futures-Guidelines for Health Supervision of Infants, Children and Adolescents.
- 1.1.12. The Contractor shall provide and connect families to services that, include but are not limited to:
  - 1.1.12.1. Social.
  - 1.1.12.2. Healthcare.

*dy*  
6/22/2020

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

- 1.1.12.3. Family Planning.
- 1.1.12.4. Parenting Support.
- 1.1.13. The Contractor shall provide CFSS that support parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children.
- 1.1.14. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families on a continuum of three stages:
  - 1.1.14.1. Prevention;
  - 1.1.14.2. Early intervention; and
  - 1.1.14.3. Crisis.
- 1.1.15. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
  - 1.1.15.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.15.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.15.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.15.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.15.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.15.6. Family history of domestic violence.
  - 1.1.15.7. Child's insecure attachment in early years.
  - 1.1.15.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.1.15.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.1.15.10. Having more than one (1) child under the age of three (3) years.

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- 1.1.15.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.1.15.12. Home conditions presenting a health and/or safety risk to family members.
- 1.1.15.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
- 1.1.15.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.15.15. Families impacted by traumatic events.
- 1.1.15.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.15.17. Substance Use Disorder services.
- 1.1.16. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure service activities include, but are not limited to:
  - 1.1.16.1. Evidence-based practices, where available.
  - 1.1.16.2. Education and direct services that support parent and child wellbeing.
  - 1.1.16.3. Case management.
  - 1.1.16.4. Access to a broad array of resources and referrals that respond to a family's needs.
- 1.1.17. The Contractor shall utilize marketing strategies to increase presence of CFSS in the community, including but not limited to:
  - 1.1.17.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.1.17.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.1.17.3. Develop and provide local newspapers and radio stations with press releases and community calendars of events.
- 1.1.18. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

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**1.2. Assessments and Referrals**

- 1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:
  - 1.2.1.1. Provide early intervention in at risk pregnant and parenting families.
  - 1.2.1.2. Prioritize pregnant parents with substance use disorder for support and assignment.
- 1.2.2. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:
  - 1.2.2.1. Identify risk factors;
  - 1.2.2.2. Determine appropriate CFSS; and
  - 1.2.2.3. Provide appropriate CFSS.
- 1.2.3. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.2.3.1. Parent education and support, including, but not limited to:
    - 1.2.3.1.1. Safety Planning;
    - 1.2.3.1.2. Growing Great Kids (GGK); and
    - 1.2.3.1.3. Trust-Based Relational Intervention (TBRI).
  - 1.2.3.2. Family mentoring and advocacy.
  - 1.2.3.3. Medical and health education.
  - 1.2.3.4. Early childhood education.
  - 1.2.3.5. Literacy education and support.
  - 1.2.3.6. Life skills training.
- 1.2.4. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.4.1. Child Care Aware of New Hampshire.

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- 1.2.4.2. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
- 1.2.4.3. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
- 1.2.4.4. Family violence prevention agencies.
- 1.2.4.5. Mental health services.
- 1.2.4.6. Nutrition education and healthy foods.
- 1.2.4.7. Instructional money management.
- 1.2.4.8. Smoking cessation programs, including referrals to QuitWorks-NH.
- 1.2.4.9. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
- 1.2.4.10. Independent living programs.
- 1.2.4.11. Adult education.
- 1.2.4.12. Literacy education.
- 1.2.4.13. Employment services.
- 1.2.4.14. Vocational rehabilitation services.
- 1.2.4.15. NH Employment Securities.
- 1.2.4.16. New Life Program.
- 1.2.4.17. Substance Use Disorder (SUD) treatment.
- 1.2.4.18. The NH-Easy system application process.
- 1.2.4.19. Medicaid enrollment.
- 1.2.4.20. Supplemental Nutrition Assistance Program (SNAP) Food benefits.
- 1.2.4.21. Temporary Assistance for Needy Families (TANF).
- 1.2.4.22. Child Care Scholarships.
- 1.2.5. The Contractor shall provide referrals to the local SAU special education department for programs, as appropriate, that include but are not limited to:
  - 1.2.5.1. Free and reduced lunch.

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- 1.2.5.2. Summer camps for children who are impoverished and/or have a developmental disability.
- 1.2.5.3. Holiday gift giving programs.
- 1.2.5.4. Developmental and family support programs.
- 1.2.5.5. The Door Way.
- 1.2.5.6. Strength to Succeed.
- 1.2.5.7. Kinship Navigation services.
- 1.2.5.8. Caregiver support groups.
- 1.2.5.9. Community events.
- 1.2.5.10. Healthy Families America.
- 1.2.6. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.6.1. Distribute the "Learn the Signs, Act Early" materials;
  - 1.2.6.2. Report the number of families who received developmental screening education materials;
  - 1.2.6.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.6.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.3. Home Visiting Services**

- 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
- 1.3.2. The Contractor shall provide home visiting services that include, but are not limited to:
  - 1.3.2.1. Working with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to develop vision for the future that includes, but is not limited to:
    - 1.3.2.1.1. Planning future pregnancies.
    - 1.3.2.1.2. Continuing education.
    - 1.3.2.1.3. Finding and maintaining employment.

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- 1.3.2.1.4. Increasing Protective Factors of the family.
- 1.3.2.1.5. Obtaining secure housing.
- 1.3.2.1.6. Accessing community services.
- 1.3.2.1.7. Accessing parental education on topics that include, but are not limited to:
  - 1.3.2.1.7.1. Child development.
  - 1.3.2.1.7.2. Child behavior.
  - 1.3.2.1.7.3. Child health.
  - 1.3.2.1.7.4. Coping and problem solving skills.
  - 1.3.2.1.7.5. Safety.
  - 1.3.2.1.7.6. Parenting skills.
- 1.3.3. The Contractor's home visitors shall educate parents and guardians on Adverse Childhood Experiences (ACES) and the protective factors that can change outcomes for a child, which include:
  - 1.3.3.1. Mentoring and coaching parents in their roles as advocates for their children;
  - 1.3.3.2. Building communication skills; and
  - 1.3.3.3. Recovery Coaching.
- 1.3.4. The Contractor's home visitors shall guide parents to better understand and provide for their child's needs, including, but not limited to:
  - 1.3.4.1. Secure attachments;
  - 1.3.4.2. Ongoing nurturing relationships;
  - 1.3.4.3. Physical protection and safety;
  - 1.3.4.4. Developmentally-appropriate experiences;
  - 1.3.4.5. Setting limits; and
  - 1.3.4.6. Providing structure.
- 1.3.5. The Contractor's home visitors shall conduct activities that include, but are not limited to:

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- 1.3.5.1. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
- 1.3.5.2. Providing standardized smoking cessation education and referrals as needed.
- 1.3.5.3. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
- 1.3.5.4. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.5.5. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.5.5.1. All women have access to formal, validated screening for prenatal and postpartum depression.
  - 1.3.5.5.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
  - 1.3.5.5.3. All participants are enrolled in primary care physician services.
  - 1.3.5.5.4. Improvement in family health and functioning.
- 1.3.6. The Contractor's home visitors shall provide transportation to appointments, if necessary, to allow families access to necessary services.
- 1.3.7. The Contractor's home visitors shall join families for first appointments, if requested, to provide a reassuring, warm handoff.
- 1.3.8. The Contractor's home visitors shall work with school counseling partners; the family's childcare providers; and preschool providers, as appropriate, to help bridge any gaps between home and school.
- 1.3.9. The Contractor's home visitors shall promote oral health of infants, children, and adolescents, by providing information and services to new, and other parents. Information and services may include, but are not limited to:
  - 1.3.9.1. An oral health risk assessment;

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- 1.3.9.2. Guidance and counseling about:
- 1.3.9.3. Oral hygiene;
- 1.3.9.4. Nutrition;
- 1.3.9.5. Fluoride; and
- 1.3.9.6. Dental referrals prior to age of one year; and
- 1.3.9.7. Preventative care.
- 1.3.10. The Contractor's home visitors shall provide child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
  - 1.3.10.1. Car seat safety checks.
  - 1.3.10.2. Safety gates.
  - 1.3.10.3. Portable cribs.
  - 1.3.10.4. Window guards.
- 1.3.11. The Contractor's home visitors shall work with parents to build communications skills needed to effectively:
  - 1.3.11.1. Co-parent;
  - 1.3.11.2. Participate in appointments for:
    - 1.3.11.2.1. Welfare services;
    - 1.3.11.2.2. School meetings; and
    - 1.3.11.2.3. Medical appointments.
  - 1.3.11.3. Schedule healthy recreational and social activities for their children; and
  - 1.3.11.4. Strengthen parent-child relationships.
- 1.3.12. The Contractor's home visitors shall work one-on-one with parents to model and reinforce effective parenting strategies, which include, but are not limited to:
  - 1.3.12.1. Parents as Teachers curricula.
  - 1.3.12.2. Partners for a Healthy Baby.
  - 1.3.12.3. Active Parenting for those families with school-aged and adolescent-aged children.

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1.3.13. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:

1.3.13.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.

1.3.13.2. Growing Great Families curriculum.

1.3.13.3. Parents-as-Teachers curriculum.

1.3.13.4. Positive Solutions for Families curriculum;

1.3.13.5. SAMSHA's Anger Management curriculum, as appropriate.

1.3.13.6. Circle of Security curriculum.

1.3.13.7. Motivational interviewing.

1.3.13.8. Reflective supervision.

1.3.13.9. Parenting strategies designed to increase parent's confidence and success as parents.

1.3.13.10. Co-parenting strategies.

1.3.13.11. Parenting children with Autism and sensory disorders.

1.3.13.12. Child development.

1.3.13.13. Parenting teenagers.

1.3.13.14. Positive discipline strategies.

1.3.14. The Contractor shall offer home visits to provide CFSS service delivery for those unable to visit in the office, by meeting families in areas that include, but are not limited to:

1.3.14.1. The community.

1.3.14.2. Treatment facilities.

1.3.14.3. Department of Corrections.

1.3.14.4. Shelters.

1.3.15. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.

**1.4. Workshops, Support Groups and Community Outreach**

1.4.1. The Contractor shall provide meeting space in a community setting in instances in which the family may not feel comfortable meeting at their residence.

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- 1.4.2. The Contractor shall ensure families have access to meetings in a manner that ensures safety for both the Family Resource Center staff and the families served by training the families how to utilize web-based meeting methods that include, but are not limited to:
    - 1.4.2.1. Zoom
    - 1.4.2.2. Google Classroom.
  - 1.4.3. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.
  - 1.4.4. The Contractor shall ensure additional supports are provided to families during academic and routine changes, which may include, but are not limited to:
    - 1.4.4.1. Delivering hard copies of applications for support services.
    - 1.4.4.2. Emotional learning activities.
    - 1.4.4.3. Gas cards.
    - 1.4.4.4. Phone cards.
    - 1.4.4.5. Data cards.
  - 1.4.5. The Contractor shall provide a Parent Leadership Certificate course to parents and/or caregivers, as needed, in order to develop leadership skills and facilitate opportunities for using specific skills in their community.
  - 1.4.6. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.
  - 1.4.7. The Contractor shall seek and maintain collaboration with the following which includes, but is not limited to:
    - 1.4.7.1. Fellow non-profit partners;
    - 1.4.7.2. Business community;
    - 1.4.7.3. Health care providers, including hospitals and Visiting Nurses Association (VNA);
    - 1.4.7.4. Childcare facilities;
    - 1.4.7.5. SUD treatment providers;
    - 1.4.7.6. Schools, including Head Start;
    - 1.4.7.7. Human service providers;

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- 1.4.7.8. Starting Point;
- 1.4.7.9. New Life; and
- 1.4.7.10. Municipalities, including Department of Corrections.
- 1.4.8. The Contractor shall expand outreach in the community by offering:
  - 1.4.8.1. Parent support and education, for those parents who are incarcerated, based on the "Parenting from Prison" curriculum;
  - 1.4.8.2. Individual support through Families Unlimited; and
  - 1.4.8.3. Workshops at local sites.
- 1.4.9. The Contractor shall meet regularly with community partners to stay connected and ensure that agencies are fully aware of and current regarding services offered.
- 1.4.10. The Contractor shall use its website and social media platforms to connect with families and the community to promote services and programs offered.
- 1.5. **Staffing**
  - 1.5.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.
  - 1.5.2. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.
  - 1.5.3. The Contractor shall ensure staff are trained in:
    - 1.5.3.1. The principles of family support;
    - 1.5.3.2. Maternal and child health;
    - 1.5.3.3. The child welfare system with concentrations in service array;
    - 1.5.3.4. Working in multidisciplinary teams.
  - 1.5.4. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:
    - 1.5.4.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
    - 1.5.4.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and

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1.5.4.3. Effective home visiting and reporting practices.

1.5.5. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.

1.5.6. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:

1.5.6.1. A Master's degree in social work, counseling, nursing, public health or a related field, and

1.5.6.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.5.6.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and

1.5.6.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.

1.5.6.5. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:

1.5.6.6. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a related field; and

1.5.6.7. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.

1.5.7. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.

1.5.8. The Contractor shall provide nine (9) hours of training to the home visitors in the areas of:

1.5.8.1. Recognizing Substance Misuse;

1.5.8.2. Optimizing Care for Mothers and Babies Affected by Prenatal Substance Exposure; and

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- 1.5.8.3. Caring for Substance-Exposed Infants.
- 1.5.8.4. The Contractor shall have staff attend training on families with children who have Autism.
- 1.5.9. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:
  - 1.5.9.1. Clinical updates.
  - 1.5.9.2. Program announcements.
  - 1.5.9.3. Changes, errors, and requests.
- 1.5.10. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
  - 1.5.10.1. After school programs.
  - 1.5.10.2. Collaboration with SAU, teachers and guidance departments.
- 1.5.11. The Contractor shall ensure staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.5.12. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.
- 1.5.13. The Contractor shall provide consultation services from a clinician or prescribing practitioner, who is licensed by the NH Board of Psychological Examiners, as a health care professional.
- 1.6. **Relevant Laws, Policies and Guidelines**
  - 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
  - 1.6.2. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 3, 2008.
  - 1.6.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services

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- during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.6.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
  - 1.6.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
  - 1.6.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
  - 1.6.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
    - 1.6.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
    - 1.6.7.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization..
    - 1.6.7.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
  - 1.6.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested; for all clients served under the resulting contract.
  - 1.6.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.

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- 1.6.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.6.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.6.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 1.6.13. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.

**2. Reporting Requirements**

- 2.1. The Contractor shall submit quarterly reports highlighting the program activities, no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 2.1.1. The progress in achieving the stated outcomes.
  - 2.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 2.2. The Contractor shall submit an annual report to the Department no later than July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 2.2.1. Information regarding accomplishments and activities for the program.
  - 2.2.2. Recommendations for service development and outcomes.
  - 2.2.3. Systemic barriers experienced.
  - 2.2.4. Family satisfaction survey results.
- 2.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 2.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 2.3.2. Gender.
  - 2.3.3. Date of Birth.
  - 2.3.4. Race.
  - 2.3.5. Ethnicity.

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- 2.3.6. Date of Screening.
- 2.3.7. Which month Ages and Stages Questionnaire ASQ was administered.
- 2.3.8. Recheck.
- 2.3.9. Referred
- 2.3.10. Receiving services.
- 2.3.11. Screening score.
- 2.3.12. Consent signed to notify Primary Care Physician (PCP).
- 2.3.13. Date the screen was sent to the client's PCP.
- 2.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 2.4.1. Division for Children, Youth and Families.
  - 2.4.2. Division of Public Health Services.
  - 2.4.3. Division for Economic and Housing Stability.
- 2.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the Family Service Record includes, but not be limited to:
  - 2.5.1. Source of referral.
  - 2.5.2. Referral information.
  - 2.5.3. Release of information form.
  - 2.5.4. Family assessment.
  - 2.5.5. Child/Family services plan.
  - 2.5.6. Case contact log.
  - 2.5.7. Receipt of health care.
  - 2.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 2.5.9. Progress notes.
  - 2.5.10. Child care utilization and billing information.
  - 2.5.11. Case closure report.

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2.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.

**3. Performance Measures**

3.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.

3.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.

3.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.

3.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

3.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:

3.5.1. Increasing outreach to high-risk populations;

3.5.2. Increasing the share of referred families who enroll in services;

3.5.3. Increasing service completion dates; and

3.5.4. Evaluating long-term program outcomes.

3.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.

3.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**4. Additional Terms**

**4.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**4.2. Culturally and Linguistically Appropriate Services (CLAS)**

4.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to

*[Handwritten Signature]*  
*[Handwritten Date: 6/22/2020]*

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**4.3. Credits and Copyright Ownership**

- 4.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 4.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 4.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 4.3.3.1. Brochures.
  - 4.3.3.2. Resource directories.
  - 4.3.3.3. Protocols or guidelines.
  - 4.3.3.4. Posters.
  - 4.3.3.5. Reports.
- 4.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**5. Records**

- 5.1. The Contractor shall keep records that include, but are not limited to:
  - 5.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 5.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards,

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

payrolls, and other records requested or required by the Department.

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

5.1.4. Medical records on each patient/recipient of services.

5.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**6. Maintenance of Fiscal Integrity**

6.1. In order to enable the Department to evaluate the Contractor's fiscal integrity, the Contractor agrees to submit to DHHS monthly, the Balance Sheet, Profit and Loss Statement, and Cash Flow Statement for the Contractor. Program-level Profit and Loss Statement shall include all revenue sources and all related expenditures. The Profit and Loss Statement shall include a budget column allowing for budget to actual analysis. Statements shall be submitted within thirty (30) calendar days after each month end. The Contractor will be evaluated on the following:

6.1.1. Days of Cash on Hand:

6.1.1.1. Definition: The days of operating expenses that can be covered by the unrestricted cash on hand.

6.1.1.2. Formula: Cash, cash equivalents and short term investments divided by total operating expenditures, less depreciation/amortization and in-kind plus principal payments on debt divided by days in the reporting period. The short-term investments as used above must mature

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

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within three (3) months and should not include common stock.

6.1.1.3. Performance Standard: The Contractor shall have enough cash and cash equivalents to cover expenditures for a minimum of thirty (30) calendar days with no variance allowed.

6.1.2. Current Ratio:

6.1.2.1. Definition: A measure of the Contractor's total current assets available to cover the cost of current liabilities.

6.1.2.2. Formula: Total current assets divided by total current liabilities.

6.1.2.3. Performance Standard: The Contractor shall maintain a minimum current ratio of 1.5:1 with 10% variance allowed.

6.1.3. Debt Service Coverage Ratio:

6.1.3.1. Rationale: This ratio illustrates the Contractor's ability to cover the cost of its current portion of its long-term debt.

6.1.3.2. Definition: The ratio of Net Income to the year to date debt service.

6.1.3.3. Formula: Net Income plus Depreciation/Amortization Expense plus Interest Expense divided by year to date debt service (principal and interest) over the next twelve (12) months.

6.1.3.4. Source of Data: The Contractor's Monthly Financial Statements identifying current portion of long-term debt payments (principal and interest).

6.1.3.5. Performance Standard: The Contractor shall maintain a minimum standard of 1.2:1 with no variance allowed.

6.1.4. Net Assets to Total Assets:

6.1.4.1. Rationale: This ratio is an indication of the Contractor's ability to cover its liabilities.

6.1.4.2. Definition: The ratio of the Contractor's net assets to total assets.

6.1.4.3. Formula: Net assets (total assets less total liabilities) divided by total assets.

6.1.4.4. Source of Data: The Contractor's Monthly Financial Statements.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

6.1.4.5. Performance Standard: The Contractor shall maintain a minimum ratio of .30:1, with a 20% variance allowed.

6.2. In the event that the Contractor does not meet either:

6.2.1. The standard regarding Days of Cash on Hand and the standard regarding Current Ratio for two (2) consecutive months; or

6.2.2. Three (3) or more of any of the Maintenance of Fiscal Integrity standards for three (3) consecutive months, then

6.2.3. The Department may require that the Contractor meet with Department staff to explain the reasons that the Contractor has not met the standards.

6.2.4. The Department may require the Contractor to submit a comprehensive corrective action plan within thirty (30) calendar days of notification that 1.2.1 and/or 1.2.2 have not been met.

6.2.4.1: The Contractor shall update the corrective action plan at least every thirty (30) calendar days until compliance is achieved.

6.2.4.2. The Contractor shall provide additional information to assure continued access to services as requested by the Department. The Contractor shall provide requested information in a timeframe agreed upon by both parties.

6.3. The Contractor shall inform the Department by phone and by email within twenty-four (24) hours of when any key Contractor staff learn of any actual or likely litigation, investigation, complaint, claim, or transaction that may reasonably be considered to have a material financial impact on and/or materially impact or impair the ability of the Contractor to perform under this Agreement with the Department.

6.4. The monthly Balance Sheet, Profit & Loss Statement, Cash Flow Statement, and all other financial reports shall be based on the accrual method of accounting and include the Contractor's total revenues and expenditures whether or not generated by or resulting from funds provided pursuant to this Agreement. These reports are due within thirty (30) calendar days after the end of each month.

*CAJ*  
*6/22/2020*

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37%, by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74%, by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23%, by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80%, by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds.
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-4, Budget.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to BFA@dhhs.nh.gov, or invoices may be mailed to:

Children Unlimited, Inc.

Exhibit C

Contractor Initials

RFP-2021-DEHS-02-COMPR-02

Page 1 of 3

Date

Rev. 01/08/19

*AG*  
*6/22/2020*

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

Financial Manager  
Department of Health and Human Services  
129 Peasant Street  
Concord, NH 03301

- 6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
- 7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
- 8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
- 9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
- 10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
- 11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.

12. Audits

- 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
  - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
  - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

*dy*  
6/22/2020

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

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- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. Any Contractor that receives an amount equal to or greater than \$250,000 from the Department during a single fiscal year, regardless of the funding source, may be required, at a minimum, to submit annual financial audits performed by an independent CPA if the Department's risk assessment determination indicates the Contractor is high-risk.
- 12.5. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

Exhibit C-1 Budget

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: Children Unlimited, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2021 (7/1/2020 TO 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 179,673.00	\$ -	\$ 179,673.00	\$ 33,270.00	\$ -	\$ 33,270.00	\$ 146,403.00	\$ -	\$ 146,403.00
2. Employee Benefits	\$ 12,725.00	\$ -	\$ 12,725.00	\$ 2,545.00	\$ -	\$ 2,545.00	\$ 10,180.00	\$ -	\$ 10,180.00
3. Consultants	\$ 3,588.00	\$ -	\$ 3,588.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,588.00	\$ -	\$ 1,588.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 650.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 650.00	\$ 650.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,140.00	\$ -	\$ 1,140.00	\$ 3,860.00	\$ -	\$ 3,860.00
7. Occupancy	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,400.00	\$ 1,880.00	\$ 4,280.00	\$ 1,000.00	\$ 800.00	\$ 1,800.00	\$ 1,400.00	\$ 1,080.00	\$ 2,480.00
Postage	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -
Subscriptions	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Audit and Legal	\$ -	\$ 1,990.00	\$ 1,990.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 1,390.00	\$ 1,390.00
Insurance	\$ -	\$ 4,860.00	\$ 4,860.00	\$ -	\$ 1,981.00	\$ 1,981.00	\$ -	\$ 2,879.00	\$ 2,879.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 400.00	\$ -	\$ 400.00	\$ 700.00	\$ -	\$ 700.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building (Heat, electric, maintenance, etc)	\$ -	\$ 11,550.00	\$ 11,550.00	\$ -	\$ 7,250.00	\$ 7,250.00	\$ -	\$ 4,300.00	\$ 4,300.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 213,736.00</b>	<b>\$ 21,480.00</b>	<b>\$ 235,216.00</b>	<b>\$ 40,355.00</b>	<b>\$ 11,181.00</b>	<b>\$ 51,536.00</b>	<b>\$ 173,381.00</b>	<b>\$ 10,299.00</b>	<b>\$ 183,680.00</b>

Indirect As A Percent of Direct 10.0%

Contractor Initials: *dhg*  
Date: *6/22/2020*

Exhibit C-2 Budget

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: Children Unlimited, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2022 (7/1/2021 TO 6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS: contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 179,673.00	\$ -	\$ 179,673.00	\$ 33,270.00	\$ -	\$ 33,270.00	\$ 146,403.00	\$ -	\$ 146,403.00
2. Employee Benefits	\$ 12,725.00	\$ -	\$ 12,725.00	\$ 2,545.00	\$ -	\$ 2,545.00	\$ 10,180.00	\$ -	\$ 10,180.00
3. Consultants	\$ 3,588.00	\$ -	\$ 3,588.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,588.00	\$ -	\$ 1,588.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 650.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 650.00	\$ 650.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,140.00	\$ -	\$ 1,140.00	\$ 3,860.00	\$ -	\$ 3,860.00
7. Occupancy	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,400.00	\$ 1,880.00	\$ 4,280.00	\$ 1,000.00	\$ 800.00	\$ 1,800.00	\$ 1,400.00	\$ 1,080.00	\$ 2,480.00
Postage	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -
Subscriptions	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Audit and Legal	\$ -	\$ 1,990.00	\$ 1,990.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 1,390.00	\$ 1,390.00
Insurance	\$ -	\$ 4,860.00	\$ 4,860.00	\$ -	\$ 1,981.00	\$ 1,981.00	\$ -	\$ 2,879.00	\$ 2,879.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 400.00	\$ -	\$ 400.00	\$ 700.00	\$ -	\$ 700.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building (heat, electric, maintenance, etc.)	\$ -	\$ 11,550.00	\$ 11,550.00	\$ -	\$ 7,250.00	\$ 7,250.00	\$ -	\$ 4,300.00	\$ 4,300.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 213,736.00</b>	<b>\$ 21,480.00</b>	<b>\$ 235,216.00</b>	<b>\$ 40,355.00</b>	<b>\$ 11,181.00</b>	<b>\$ 51,536.00</b>	<b>\$ 173,381.00</b>	<b>\$ 10,299.00</b>	<b>\$ 183,680.00</b>

Indirect As A Percent of Direct

10.0%

Contractor Initials

Date 6/22/2022

Exhibit C-3 Budget

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: Children Unlimited, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2023 (7/1/2022 TO 6/30/23)

Line Item	Total Program Cost			Contractor Share/ Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 179,673.00	\$ -	\$ 179,673.00	\$ 33,270.00	\$ -	\$ 33,270.00	\$ 146,403.00	\$ -	\$ 146,403.00
2. Employee Benefits	\$ 12,725.00	\$ -	\$ 12,725.00	\$ 2,545.00	\$ -	\$ 2,545.00	\$ 10,180.00	\$ -	\$ 10,180.00
3. Consultants	\$ 3,588.00	\$ -	\$ 3,588.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,588.00	\$ -	\$ 1,588.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 650.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 650.00	\$ 650.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,140.00	\$ -	\$ 1,140.00	\$ 3,860.00	\$ -	\$ 3,860.00
7. Occupancy	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,400.00	\$ 1,880.00	\$ 4,280.00	\$ 1,000.00	\$ 800.00	\$ 1,800.00	\$ 1,400.00	\$ 1,080.00	\$ 2,480.00
Postage	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -
Subscriptions	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Audit and Legal	\$ -	\$ 1,990.00	\$ 1,990.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 1,390.00	\$ 1,390.00
Insurance	\$ -	\$ 4,860.00	\$ 4,860.00	\$ -	\$ 1,981.00	\$ 1,981.00	\$ -	\$ 2,879.00	\$ 2,879.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 400.00	\$ -	\$ 400.00	\$ 700.00	\$ -	\$ 700.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building (heat, electric, maintenance, etc.)	\$ -	\$ 11,550.00	\$ 11,550.00	\$ -	\$ 7,250.00	\$ 7,250.00	\$ -	\$ 4,300.00	\$ 4,300.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 213,736.00</b>	<b>\$ 21,480.00</b>	<b>\$ 235,216.00</b>	<b>\$ 40,355.00</b>	<b>\$ 11,181.00</b>	<b>\$ 51,536.00</b>	<b>\$ 173,381.00</b>	<b>\$ 10,299.00</b>	<b>\$ 183,680.00</b>

Indirect As A Percent of Direct

10.0%

Contractor Initials

Date

*[Handwritten Signature]*  
Date *6/22/22*

Exhibit C-4 Budget

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: Children Unlimited, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2024 (7/1/2023 TO 6/30/24)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 179,673.00	\$ -	\$ 179,673.00	\$ 33,270.00	\$ -	\$ 33,270.00	\$ 146,403.00	\$ -	\$ 146,403.00
2. Employee Benefits	\$ 12,725.00	\$ -	\$ 12,725.00	\$ 2,545.00	\$ -	\$ 2,545.00	\$ 10,180.00	\$ -	\$ 10,180.00
3. Consultants	\$ 3,588.00	\$ -	\$ 3,588.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,588.00	\$ -	\$ 1,588.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 650.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 650.00	\$ 650.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,140.00	\$ -	\$ 1,140.00	\$ 3,860.00	\$ -	\$ 3,860.00
7. Occupancy	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,400.00	\$ 1,880.00	\$ 4,280.00	\$ 1,000.00	\$ 800.00	\$ 1,800.00	\$ 1,400.00	\$ 1,080.00	\$ 2,480.00
Postage	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -
Subscriptions	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Audit and Legal	\$ -	\$ 1,990.00	\$ 1,990.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 1,390.00	\$ 1,390.00
Insurance	\$ -	\$ 4,860.00	\$ 4,860.00	\$ -	\$ 1,981.00	\$ 1,981.00	\$ -	\$ 2,879.00	\$ 2,879.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 400.00	\$ -	\$ 400.00	\$ 700.00	\$ -	\$ 700.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building (heat, electric, maintenance, etc.)	\$ -	\$ 11,550.00	\$ 11,550.00	\$ -	\$ 7,250.00	\$ 7,250.00	\$ -	\$ 4,300.00	\$ 4,300.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 213,736.00</b>	<b>\$ 21,480.00</b>	<b>\$ 235,216.00</b>	<b>\$ 40,355.00</b>	<b>\$ 11,181.00</b>	<b>\$ 51,536.00</b>	<b>\$ 173,381.00</b>	<b>\$ 10,299.00</b>	<b>\$ 183,680.00</b>

Indirect As A Percent of Direct

10.0%

Contractor Initials

Date

*[Handwritten Signature]*  
 Date *10/2/2023*

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

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

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

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

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

*AG*  
Date *6/22/2000*



New Hampshire Department of Health and Human Services  
Exhibit D

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

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

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

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

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

Vendor Name:

6/22/2020  
Date

Ardis Yeha  
Name: Ardis Yeha  
Title: Executive Director

Vendor Initials AY  
Date 6/22/2020



New Hampshire Department of Health and Human Services  
Exhibit E

CERTIFICATION REGARDING LOBBYING

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Vendor Name:

6/22/2020  
Date

Ardis Yeha  
Name: Ardis Yeha  
Title: Executive Director

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

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

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

dy  
2/22/2020

New Hampshire Department of Health and Human Services  
Exhibit F



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

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

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name:

6/22/2020  
Date

Ardis Yahna  
Name: Ardis Yahna  
Title: Executive Director

Vendor Initials dy  
Date 6/22/2020

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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

Exhibit G

Vendor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



New Hampshire Department of Health and Human Services  
Exhibit G

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

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

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

Vendor Name:

6/22/2020  
Date

Ardis Yahnig  
Name: Ardis Yahnig  
Title: Executive Director

Exhibit G

Vendor Initials

AY

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and WTI's Believer protections

Date 6/22/2020

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Vendor Name:

6/22/2020  
Date

Ardis Yahn  
Name: Ardis Yahn  
Title: Executive Director

AY  
6/22/2020

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

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

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

3/2014

Contractor Initials

*dy*

Date

6/22/2020



New Hampshire Department of Health and Human Services

Exhibit I

- I. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

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

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

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Contractor Initials

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Date

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New Hampshire Department of Health and Human Services



Exhibit I

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

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

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

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

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

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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Exhibit I

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

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

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Exhibit I

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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Contractor Initials:

*[Handwritten Signature]*

Date

*[Handwritten Date: 6/21/2010]*

New Hampshire Department of Health and Human Services



Exhibit I

- e. **Segregation.** If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. **Survival.** Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

Department of Health and Human Services  
The State

Christine Santaniello  
Signature of Authorized Representative

Christine Santaniello  
Name of Authorized Representative

Director, DEHS  
Title of Authorized Representative

June 25, 2020  
Date

Children Unlimited Inc.  
Name of the Contractor

Ardis Yalina  
Signature of Authorized Representative

Ardis Yalina  
Name of Authorized Representative

Executive Director  
Title of Authorized Representative

6/22/2020  
Date

New Hampshire Department of Health and Human Services  
Exhibit J



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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of Individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

6/22/2020  
Date

Ardis Yahn  
Name: Ardis Yahn  
Title: Executive Director

AY  
Date 6/22/2020

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Exhibit J



FORM A

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

- The DUNS number for your entity is: 620299073
- In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

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

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

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

NO  YES

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

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

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

Name: _____	Amount: _____

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Exhibit K

DHHS Information Security Requirements



A. Definitions

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

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

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

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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DHHS Information Security Requirements



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

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

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

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Exhibit K

DHHS Information Security Requirements



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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

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New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

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New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



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

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

B. Disposition

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

IV. PROCEDURES FOR SECURITY

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

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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DHHS Information Security Requirements



- the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.
12. Contractor must comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
  13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
  14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
  15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
  16. The Contractor must ensure that all End Users:
    - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
    - b. safeguard this information at all times.
    - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
    - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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Exhibit K

DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

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

**V. LOSS REPORTING**

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

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

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

*dy*

6/22/2020

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

**VI. PERSONS TO CONTACT**

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

*Handwritten initials*

*Handwritten date: 6/22/2020*

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

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Partnership of Strafford County ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,119,992.36
3. Modify Exhibit B, Scope of Services, by replacing it in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 97% Federal Funds:
      - 1.1.1. 1.24% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2001NHCWSS and FAIN 2301NHCWSS.
      - 1.1.2. 7.20% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2001FPSS and FAIN 2301NHPSS.
      - 1.1.3. 24.99% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2001NHSOSR and FAIN 2301NHSOSR.
      - 1.1.4. 66.13% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 19NHTANF and FAIN 2301NHTANF.
      - 1.1.5. 0.44% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN B04MC45230.
    - 1.2. 3% General Funds.

5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.
6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

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

State of New Hampshire  
Department of Health and Human Services

5/21/2024

Date

DocuSigned by:  
*Iain Watt*  
Name: Iain Watt  
Title: Interim Director - DPHS

Community Action Partnership of Strafford County

5/21/2024

Date

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

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

OFFICE OF THE ATTORNEY GENERAL

5/22/2024  
\_\_\_\_\_  
Date

DocuSigned by:  
*Robyn Guarino*  
748734841841480  
\_\_\_\_\_  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Community Action Partnership of Strafford County Family Resource Centers located at 577 Central Avenue, Dover, NH; 10 Cold Springs Manor, Rochester, NH; and other locations within the Department's Rochester District Office Area Catchment Area as mutually agreed upon between the Contractor and the client. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:30 AM to 4:30 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services:
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

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New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

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**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

1.2.6.7. Accessing parental education on topics that include, but are not limited to:

- 1.2.6.7.1. Child development.
- 1.2.6.7.2. Child behavior.
- 1.2.6.7.3. Child health.
- 1.2.6.7.4. Coping and problem-solving skills.
- 1.2.6.7.5. Safety.
- 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:

- 1.3.1.1.1. Families at or below 250% of the federal poverty level;
- 1.3.1.1.2. Single-parent families;
- 1.3.1.1.3. First time parents;
- 1.3.1.1.4. Families with other children under three (3) years of age;
- 1.3.1.1.5. Parents under twenty-five (25) years of age; and
- 1.3.1.1.6. Parents with limited educational attainment.

1.3.1.2. Make initial contact with families at-during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:

- 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
- 1.3.1.2.2. Schedule a date and time for the initial home visit to occur, and obtain initial intake prescreening information to follow up with the family.

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**EXHIBIT B – AMENDMENT 2**

1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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**EXHIBIT B – AMENDMENT 2**

- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
    - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
    - 1.3.5.7. Assessment of referrals and connections to community resources.
    - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
    - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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**EXHIBIT B – AMENDMENT 2**

- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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**EXHIBIT B – AMENDMENT 2**

- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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**EXHIBIT B – AMENDMENT 2**

- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
  - 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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**EXHIBIT B – AMENDMENT 2**

- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kincare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

- 1.9.1.1. The progress in achieving the stated outcomes.
- 1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

- 1.9.2.1. Program accomplishments and activities, in detail.
- 1.9.2.2. Recommendations for service development and outcomes.
- 1.9.2.3. Systemic barriers experienced.
- 1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

- 1.9.4.1. Participant names.
- 1.9.4.2. Participant DOBs.
- 1.9.4.3. Source of referral.
- 1.9.4.4. Referral information.
- 1.9.4.5. Release of information form.
- 1.9.4.6. Income.
- 1.9.4.7. Family assessment.
- 1.9.4.8. Child/Family services plan.
- 1.9.4.9. Case contact log.
- 1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
- 1.9.5.15.2. Childcare.
- 1.9.5.15.3. Healthcare access.
- 1.9.5.15.4. Community supports.
- 1.9.5.15.5. Home visiting programs and type.
- 1.9.5.15.6. Discharge date and reason.
- 1.9.5.15.7. Post survey completion.

1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.

1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.

1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).

1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.

1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.

1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:

1.10.7.1. Increasing outreach to high-risk populations.

1.10.7.2. Increasing the share of referred families who enroll in services.

1.10.7.3. Increasing service completion dates.

1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
  - 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
  - 1.10.7.4.3. Improving the quality and safety of the home environment.
  - 1.10.7.4.4. Increasing positive parenting behaviors.
  - 1.10.7.4.5. Reducing parental anxiety and depression.
  - 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
- 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

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viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient"). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

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- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure (“Internal IT Systems”) of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department’s Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department’s DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

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1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

**1.15.3. Disagreement over Transition Services Results**

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

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(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

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

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.

4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any

Contractor Initials   *BJP*

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

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of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

Contractor Initials DS  
BAP  
Date 5/21/2024

## Exhibit C-5, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	Community Action Partnership of Strafford County	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2024 - 06/30/2025 (SFY 2025)	
<b>Indirect Cost Rate (if applicable)</b>	15.45%	
Line Item	Program Cost --Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$277,885	\$0
2. Fringe Benefits	\$55,577	\$0
3. Consultants	\$3,660	\$2,527
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$3,000	\$0
5.(a) Supplies - Educational	\$6,000	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$1	\$0
5.(d) Supplies - Medical	\$1	\$0
5.(e) Supplies Office	\$717	\$0
6. Travel	\$6,000	\$0
7. Software	\$1	\$0
8. (a) Other - Marketing/ Communications	\$2,676	\$0
8. (b) Other - Education and Training	\$6,800	\$0
8. (c) Other - Other (specify below)	\$0	\$0
phone/internet	\$7,200	\$0
subscriptions	\$250	\$0
legal	\$120	\$0
insurance	\$360	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$381,048</b>	<b>\$2,527</b>
<b>Total Indirect Costs</b>	<b>\$58,875</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$439,923</b>	<b>\$2,527</b>

Contractor:  <sup>OS</sup>  
Date: 5/21/2024

## Exhibit C-6, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	Community Action Partnership of Strafford County	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2025 - 06/30/2026 (SFY 2026)	
<b>Indirect Cost Rate (if applicable)</b>	15.71%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$286,218	\$0
2. Fringe Benefits	\$57,244	\$0
3. Consultants	\$4,440	\$2,527
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$4,000	\$0
5.(a) Supplies - Educational	\$4,420	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$1	\$0
5.(e) Supplies Office	\$745	\$0
6. Travel	\$6,350	\$0
7. Software	\$1	\$0
8. (a) Other - Marketing/ Communications	\$1,686	\$0
8. (b) Other - Education and Training	\$7,000	\$0
8. (c) Other - Other (specify below)	\$0	\$0
phone/internet	\$7,500	\$0
subscriptions	\$300	\$0
legal	\$180	\$0
insurance	\$370	\$0
occupancy	\$11,400	\$0
<b>Total Direct Costs</b>	<b>\$391,855</b>	<b>\$2,527</b>
<b>Total Indirect Costs</b>	<b>\$61,568</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$453,423</b>	<b>\$2,527</b>

Contractor:



Date: 5/21/2024

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 25, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65583

Certificate Number: 0006664113



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 10th day of April A.D. 2024.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I,  Alan Brown, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Community Action Partnership of Strafford County  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on November 15, 2023, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

**VOTED:** That Betsy Andrews Parker, CEO and Leslie Craigen, CEO (may list more than one person)  
(Name and Title of Contract Signatory)

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

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

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

Dated: 5/21/2024

  
Signature of Elected Officer  
Name: Alan Brown  
Title: Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/21/2024

**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).**

<b>PRODUCER</b> CGI Insurance, Inc. 5 Dartmouth Drive  Auburn NH 03032	<b>CONTACT NAME:</b> Teri Davis <b>PHONE (A/C, No, Ext):</b> (877) 562-8954 <b>FAX (A/C, No):</b> (866) 574-2443 <b>E-MAIL ADDRESS:</b> TDavis@CGIBusinessInsurance.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
INSURER A: Hanover Insurance Company      NAIC # 22292	
INSURER B: Eastern Alliance      10724	
INSURER C: Philadelphia Indemnity      23850	
INSURER D:	
INSURER E:	
INSURER F:	

**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 <input checked="" type="checkbox"/> Abuse/Molestation Liab \$1M  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZHV A192135	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPOP AGG \$ Included Professional Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			AWVA156930	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical Payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ NIL			UHVA192136	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
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	N/A	01-0000113794-06	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers EPLI & Crime included			PHSD1807749	07/01/2023	07/01/2024	Per Occurrence \$3,000,000 Aggregate Limit \$6,000,000 Employee Dishonesty \$1,000,000

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

Workers Comp 3A State: NH

<b>CERTIFICATE HOLDER</b>  State of NH, Dept of Health & Human Services 129 Pleasant Street  Concord NH 03301	<b>CANCELLATION</b>  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  
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# MISSION

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



# VISION

To eliminate poverty.

# Financial Statements

## **COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2022 AND 2021  
AND  
INDEPENDENT AUDITORS' REPORTS AND REPORTS ON  
COMPLIANCE AND INTERNAL CONTROL**

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

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**INDEPENDENT AUDITORS' REPORT**

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

**Report on the Audit of the Financial Statements**

***Opinion***

We have audited the accompanying consolidated financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization) and Affiliate, which comprise the consolidated statements of financial position as of December 31, 2022 and 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County and Affiliate as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Community Action Partnership of Strafford County and Affiliate and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

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

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

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

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

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

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

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2023, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

*Leon, McDonnell & Roberts*  
*Professional Association*

Dover, New Hampshire  
June 15, 2023

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2022 AND 2021**

	<b><u>ASSETS</u></b>	
	<b><u>2022</u></b>	<b><u>2021</u></b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,355,108	\$ 1,550,537
Accounts receivable	2,556,852	2,130,211
Contributions receivable	50,000	12,600
Inventory	501,752	511,532
Prepaid expenses	52,046	36,666
Other current assets	-	1,334
Current portion of right of use asset	<u>65,513</u>	<u>-</u>
Total current assets	<u>4,581,271</u>	<u>4,242,880</u>
<b>NONCURRENT ASSETS</b>		
Restricted cash	29,455	18,991
Security deposits	8,427	8,469
Property, net of accumulated depreciation	5,804,619	6,110,022
Other noncurrent assets	25,503	25,503
Right of use asset, less current portion shown above	<u>81,312</u>	<u>-</u>
Total noncurrent assets	<u>5,949,316</u>	<u>6,162,985</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 10,530,587</u></b>	<b><u>\$ 10,405,865</u></b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Current portion of long term debt	\$ 95,690	\$ 134,868
Accounts payable	445,958	921,039
Accrued payroll and related taxes	129,018	136,247
Accrued compensated absences	205,528	145,234
Refundable advances	1,581,774	950,865
Other current liabilities	73,462	-
Current portion of right of use liability	<u>65,513</u>	<u>-</u>
Total current liabilities	<u>2,596,943</u>	<u>2,288,253</u>
<b>NONCURRENT LIABILITIES</b>		
Long term debt, less current portion shown above	2,908,484	3,221,845
Security deposits	3,201	3,201
Right of use liability, less current portion shown above	<u>81,312</u>	<u>-</u>
Total noncurrent liabilities	<u>2,992,997</u>	<u>3,225,046</u>
Total liabilities	<u>5,589,940</u>	<u>5,513,299</u>
<b>NET ASSETS</b>		
Without donor restrictions	4,634,862	4,533,937
With donor restrictions	<u>305,785</u>	<u>358,629</u>
Total net assets	<u>4,940,647</u>	<u>4,892,566</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 10,530,587</u></b>	<b><u>\$ 10,405,865</u></b>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATED STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>CHANGE IN NET ASSETS</b>			
<b>REVENUES AND OTHER SUPPORT</b>			
Grant revenue	\$ 42,329,510	\$ -	\$ 42,329,510
Fees for service	1,976,344	-	1,976,344
Rent revenue	58,600	-	58,600
Public support	514,628	113,717	628,345
In-kind donations	988,080	-	988,080
Interest	402	-	402
Fundraising	167,764	-	167,764
Other revenue	1,216	-	1,216
Gain on disposal of property	27,491	-	27,491
	<u>46,064,035</u>	<u>113,717</u>	<u>46,177,752</u>
Total revenues and other support			
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>166,561</u>	<u>(166,561)</u>	<u>-</u>
Total revenues, other support, and net assets released from restrictions	<u>46,230,596</u>	<u>(52,844)</u>	<u>46,177,752</u>
<b>EXPENSES</b>			
<b>Program services</b>			
Child services	5,120,775	-	5,120,775
Community services	2,123,402	-	2,123,402
Energy assistance	4,158,324	-	4,158,324
Housing	31,536,296	-	31,536,296
Weatherization	1,791,979	-	1,791,979
	<u>44,730,776</u>	<u>-</u>	<u>44,730,776</u>
Total program services			
<b>Supporting activities</b>			
Management and general	1,179,649	-	1,179,649
Fundraising	219,246	-	219,246
	<u>46,129,671</u>	<u>-</u>	<u>46,129,671</u>
Total expenses			
<b>CHANGE IN NET ASSETS</b>	100,925	(52,844)	48,081
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>4,533,937</u>	<u>358,629</u>	<u>4,892,566</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 4,634,862</u>	<u>\$ 305,785</u>	<u>\$ 4,940,647</u>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATED STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Child Services</u>	<u>Community Services</u>	<u>Energy Assistance</u>	<u>Housing</u>	<u>Weatherization</u>	<u>Total Program Services</u>	<u>Intermediate (Allocation) Pools</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Payroll	\$ 2,951,365	\$ 644,816	\$ 388,986	\$ 920,193	\$ 164,650	\$ 5,070,010	\$ 73,067	\$ 681,722	\$ 121,545	\$ 5,946,344
Payroll taxes	247,208	57,069	32,974	75,584	12,672	425,507	6,311	63,162	9,833	504,813
Fringe benefits	205,921	34,528	30,366	72,552	19,799	363,166	82	37,953	5,220	406,421
Retirement	14,995	2,162	1,569	6,445	761	25,932	752	5,767	75	32,526
Weatherization material, fuel and client assistance	119,381	20,588	3,606,402	29,909,257	1,514,988	35,170,616	-	-	-	35,170,616
In-kind expenses	14,772	968,268	-	-	-	983,040	-	-	5,040	988,080
Consultants and contract labor	166,829	14,565	2,692	212,431	1,597	398,114	99,599	139,998	12,755	650,466
Consumable supplies	206,399	205,366	9,582	35,892	8,549	465,788	42,120	18,091	3,958	529,957
Occupancy	704,886	70,467	41,243	141,580	18,043	976,219	(670,668)	69,769	6,201	381,521
Repairs and maintenance	39,766	23,938	7,541	10,406	2,763	84,414	440,423	660	2,194	527,691
Insurance	71,667	11,150	1,610	22,841	2,431	109,699	25,811	52,785	259	188,554
Training and conferences	80,246	5,551	2,526	7,834	17,205	113,362	119	26,440	41,454	181,375
Depreciation	80,133	34,099	391	34,641	4,328	153,592	-	85,443	-	239,035
Travel and transportation	42,327	4,808	89	11,836	6,722	65,782	(12,356)	4,699	769	58,894
Printing and postage	3,723	55	10,850	348	96	15,072	-	11,043	5,576	31,691
Equipment and computer	-	-	6,588	24,285	10,544	41,417	29,326	-	1,310	72,053
Interest expense	-	10,658	10,141	12,037	3,070	35,906	5,982	81,815	1,438	125,141
Indirect	105,441	-	-	-	-	105,441	-	(105,441)	-	-
Other program support	65,716	15,314	4,774	38,134	3,761	127,699	(40,568)	5,743	1,619	94,493
<b>Total expenses</b>	<b>\$ 5,120,775</b>	<b>\$ 2,123,402</b>	<b>\$ 4,158,324</b>	<b>\$ 31,536,296</b>	<b>\$ 1,791,979</b>	<b>\$ 44,730,776</b>	<b>\$ -</b>	<b>\$ 1,179,649</b>	<b>\$ 219,246</b>	<b>\$ 46,129,671</b>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY****CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2021**

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

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATED STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 48,081	\$ 997,083
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Contribution of building improvements	-	(170,288)
Depreciation	239,035	196,781
Loss (gain) on disposal of property	(27,491)	51,681
Forgiveness of debt - Paycheck Protection Program	-	(97,500)
Decrease (increase) in assets:		
Accounts receivable	(426,641)	138,692
Contributions receivable	(37,400)	25,800
Inventory	9,780	(285,299)
Prepaid expenses	(15,380)	(348)
Other current assets	1,334	(1,334)
Security deposits	42	(3,143)
Other noncurrent assets	-	1,997
Increase (decrease) in liabilities:		
Accounts payable	(475,081)	(576,646)
Accrued payroll and related taxes	(7,229)	47,565
Accrued compensated absences	60,294	14,126
Deferred revenue	-	(107,606)
Refundable advances	630,909	477,574
Other current liabilities	73,462	(1,318)
Security deposits	-	3,201
	<u>73,715</u>	<u>711,018</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(506,141)	(323,975)
Proceeds on sale of property	600,000	-
Acquisition of property from Dover Daycare Learning Center	-	(590,900)
	<u>93,859</u>	<u>(914,875)</u>
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Borrowings of long-term debt	-	326,463
Payments made on long-term debt	(352,539)	(48,188)
Net repayments on demand note payable	-	(105,377)
Assumption of debt of Dover Daycare Learning Center	-	284,176
	<u>(352,539)</u>	<u>457,074</u>
<b>NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>		
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(184,965)	253,217
<b>CASH AND RESTRICTED CASH, BEGINNING OF YEAR</b>	<u>1,569,528</u>	<u>1,316,311</u>
<b>CASH AND RESTRICTED CASH, END OF YEAR</b>	<u>\$ 1,384,563</u>	<u>\$ 1,569,528</u>
<b>CASH AND RESTRICTED CASH</b>		
Cash	\$ 1,355,108	\$ 1,550,537
Restricted cash:		
Insurance escrow	9,193	5,493
Tax escrow	5,952	1,125
Replacement reserves	4,363	2,501
Operating reserve	9,947	9,872
	<u>1,384,563</u>	<u>1,569,528</u>
<b>Total cash and restricted cash</b>	<u>\$ 1,384,563</u>	<u>\$ 1,569,528</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	<u>\$ 121,765</u>	<u>\$ 133,966</u>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Organization and Principles of Consolidation**

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

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

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

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**Basis of Accounting**

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

**Financial Statement Presentation**

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

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

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

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

At December 31, 2022 and 2021, the Agency had net assets without donor and with donor restrictions.

**Refundable Advances**

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

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**Contributions**

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

**Contributed Services**

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

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

**Fair Value of Financial Instruments**

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

**Inventory**

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

**Property and Depreciation**

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

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

Depreciation expense aggregated \$239,035 and \$196,781 for the years ended December 31, 2022 and 2021, respectively.

**Accrued Earned Time**

The Agency has accrued a liability of \$205,528 and \$145,234 at December 31, 2022 and 2021, respectively, for future compensated leave time that its employees have earned and which is vested with the employee.

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**Income Taxes**

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

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

**Cash and Cash Equivalents**

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

**Revenue Recognition Policy**

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

Academy Street derives revenue from the rental of apartment units. Revenues are recognized as income, monthly, when rents become due and control of the apartment units is transferred to the lessees. Control of the leased units is transferred to the lessee in an exchange for the leased units. The cost incurred to obtain a lease will be expensed as incurred.

**Use of Estimates**

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

**Advertising Expenses**

The Agency expenses advertising costs as they are incurred. Total advertising costs for the years ended December 31, 2022 and 2021 amounted to \$72,759 and \$32,082, respectively.

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
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**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**Debt Issuance Costs**

As required under FASB Accounting Standards Update No. 2015-03, amortization expense for the years ended December 31, 2022 and 2021 amounted to \$3,376 and \$2,970 and has been included with interest expense in the consolidated statement of activities for each year. The unamortized deferred financing costs have been included as a reduction of the long term debt (see Note 9).

**In-kind Contributions**

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be \$14,772 and \$185,979 for the years ended December 31, 2022 and 2021, respectively.

The Agency also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be \$968,268 and \$5,040, respectively, for the year ended December 31, 2022. For the year ended December 31, 2021, the estimated fair value of these food commodities and goods was determined to be \$594,404 and \$3,895, respectively.

The Agency also receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be \$113,778 for the year ended December 31, 2021. There were no contributed professional services for the year ended December 31, 2022.

**Functional Allocation of Expenses**

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

The expenses that are allocated include the following:

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

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
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**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**New Accounting Pronouncements**

In February 2016, the FASB issued ASU 2016-02, Leases, to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statement of financial position and disclosing key information about leasing arrangements. In consideration of the most recent deferral of the ASU effective date as of the date of these financial statements, the ASU is effective for financial statements issued for fiscal years beginning after December 15, 2021 with early adoption permitted, using a modified retrospective approach. The Agency adopted the provisions of ASU 2016-02 during 2022.

In September 2020, the FASB issued Accounting Standards Update (ASU) No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, intended to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind, for not-for-profit organizations. Examples of contributed nonfinancial assets include fixed assets such as land, buildings, and equipment; the use of fixed assets or utilities; materials and supplies, such as food or clothing; intangible assets; and recognized contributed services. The ASU requires a not-for-profit organization to present contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash or other financial assets. It also requires certain disclosures for each category of contributed nonfinancial assets recognized. The Agency adopted the provisions of ASU 2020-07 during 2022.

**NOTE 2. PROPERTY**

As of December 31, 2022 and 2021, property consisted of the following:

	<u>2022</u>	<u>2021</u>
Land, buildings and improvements	\$ 6,181,672	\$ 6,324,193
Furniture, equipment and machinery	398,645	340,883
Vehicles	<u>350,136</u>	<u>350,136</u>
Total	6,930,453	7,015,212
Less accumulated depreciation	<u>1,125,834</u>	<u>905,190</u>
Net property	<u>\$ 5,804,619</u>	<u>\$ 6,110,022</u>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
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**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**NOTE 3. RESTRICTED CASH BALANCES**

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

**Operating Reserve**

Under the regulatory agreement, Academy Street is required to establish an operating reserve. The operating reserve was established during the year ended December 31, 2021 and funded during the year ended December 31, 2022.

**Replacement Reserve**

Under the regulatory agreement, Academy Street is required to set aside amounts for the replacement of property and other expenditures approved by New Hampshire Housing. Additionally, Academy Street is required to make monthly payments to the reserve. The reserve was properly funded during 2022 and 2021.

**Insurance and Real Estate Tax Escrows**

Academy Street is required to establish a reserve to fund tax and insurance payments in the project. Amounts are to be deposited on a monthly basis to accrue a sufficient balance to pay future tax and insurance bills of the project. As of December 31, 2022 and 2021, the balance in the reserves for tax and insurance escrows was properly funded.

**NOTE 4. LIQUIDITY AND AVAILABILITY**

The following represents the Agency's financial assets as of December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 1,355,108	\$ 1,550,537
Accounts receivable	2,556,852	2,130,211
Contributions receivable	50,000	12,600
Restricted cash	<u>29,455</u>	<u>18,991</u>
Total financial assets	3,991,415	3,712,339
Less amounts not available to be used within one year:		
Restricted cash	29,455	18,991
Board designated funds	<u>307,315</u>	<u>307,315</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 3,654,645</u>	<u>\$ 3,386,033</u>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
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**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

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

**NOTE 5. ACCOUNTS RECEIVABLE**

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at December 31, 2022 and 2021. The Agency has no policy for charging interest on overdue accounts.

**NOTE 6. CONTRIBUTIONS RECEIVABLE**

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

Total unconditional promises to give were as follows at December 31, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Within one year	\$ 30,000	\$ 8,500
In two to five years	<u>20,000</u>	<u>4,100</u>
	<u>\$ 50,000</u>	<u>\$ 12,600</u>

**NOTE 7. PLEDGED ASSETS**

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

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
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**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**NOTE 8. DEMAND NOTE PAYABLE**

The Agency has available a revolving line of credit with a bank in the amount of \$250,000. The note is payable upon demand. Interest is stated at the prime rate plus 1% which resulted in an interest rate of 8.50% at December 31, 2022 and 4.25% at December 31, 2021. The note is collateralized by all the assets of the Agency. There was no outstanding balance on the demand note payable as of December 31, 2022 and 2021.

**NOTE 9. LONG TERM DEBT**

The long term debt at December 31, 2022 and 2021 consisted of the following:

	<u>2022</u>	<u>2021</u>
Mortgage payable to Kennebunk Savings Bank which had interest only payments for 36 months followed by principal and interest payments for 264 months. During the year ended December 31, 2022 the note was refinanced to a fixed interest rate of 4.25% for the first ten years resulting in monthly principal and interest payments of \$11,170. On April 26, 2032, and on that date every year thereafter, principal and interest payments will adjust to 1.50% above the highest U.S Prime Rate as published in the Wall Street Journal on the applicable change date, with a floor rate of 4%. The note matures in 2043. The mortgage payable is secured by real estate.	\$ 1,846,509	\$ 1,909,874
5.00% notes payable to the New Hampshire Community Loan Fund with monthly principal and interest payments of \$3,251, maturing October 2037. The notes are secured by real estate.	406,854	668,143
5.75% note payable to First Seacoast Bank with monthly principal and interest payments of \$493. The note was secured by real estate and was paid off during 2022.		31,261
Non-interest bearing note payable to New Hampshire Housing deferred until April 21, 2060 or until the project is sold, refinanced or surplus cash is available. The note is secured by real estate.	785,889	785,889

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
Non-interest bearing note payable to New Hampshire Housing deferred until July 1, 2051 or until the project is sold, refinanced or surplus cash is available. The note is secured by real estate.	<u>25,755</u>	<u>25,755</u>
Total long term debt before current portion of long term debt and unamortized debt issuance costs	3,065,007	3,420,922
Current portion of long term debt	(95,690)	(134,868)
Unamortized debt issuance costs	<u>(60,833)</u>	<u>(64,209)</u>
Total long term debt	<u>\$ 2,908,484</u>	<u>\$ 3,221,845</u>

The schedule of maturities of long term debt at December 31, 2022 is as follows:

<u>Year Ended December 31</u>	<u>Amount</u>
2023	\$ 95,690
2024	79,218
2025	82,809
2026	86,562
2027	90,488
Thereafter	<u>2,630,240</u>
Total	<u>\$ 3,065,007</u>

**NOTE 10. NET ASSETS**

At December 31, 2022 and 2021, net assets with donor restrictions consisted of the following:

	<u>2022</u>	<u>2021</u>
Building campaign	\$ -	\$ 59,447
Whole family	42,755	67,355
COVID related	120,546	124,546
Homeless outreach	-	8,317
Fuel assistance	142,484	80,164
Weatherization	<u>-</u>	<u>18,800</u>
Total	<u>\$ 305,785</u>	<u>\$ 358,629</u>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

At December 31, 2022 and 2021, net assets without donor restrictions consisted of the following:

	<u>2022</u>	<u>2021</u>
Undesignated	\$ 4,327,547	\$ 4,226,622
Board designated	<u>307,315</u>	<u>307,315</u>
Total net assets without donor restrictions	<u>\$ 4,634,862</u>	<u>\$ 4,533,937</u>

**NOTE 11. OPERATING LEASES**

Facilities occupied by the Agency for its community service programs are rented under the terms of various leases. For the years ended December 31, 2022 and 2021, the annual lease/rent expense for the leased facilities was \$90,501 and \$250,736, respectively.

The Agency accounts for its operating leases under FASB ASC 842. As such, a right of use ("ROU") asset and corresponding lease liability are recorded in the statement of financial position. ROU assets represent the Agency's right to use an underlying asset for the lease term and the lease liabilities represent their obligation to make the lease payments arising from the lease.

Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. The discount rate related to the Agency's lease liability as of December 31, 2022 was 3.75%, which is based upon the risk free borrowing rates commensurate with the lease term. At December 31, 2022, the right of use asset and liability is \$146,825.

Common expenses, classified as occupancy costs in the accompanying consolidated financial statements, are considered a non-lease component under FASB ASC 842 and are recognized as costs as incurred.

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

Lease liability maturities as of December 31, 2022 is as follows:

<u>Year Ending December 31</u>	<u>Amount</u>
2023	\$ 69,901
2024	38,401
2025	6,901
2026	6,901
2027	6,901
Thereafter	<u>31,044</u>
Total undiscounted lease liability	160,049
Less imputed interest	<u>(13,224)</u>
Total lease liability	<u>\$ 146,825</u>

**NOTE 12. RETIREMENT PLAN**

The Agency maintains a 403(b) Plan and Trust (the Plan) covering substantially all employees. Employee contributions to the Plan are made at predetermined rates elected by employees. Additionally, the Agency provides a matching contribution equal to 25% of the employee's contribution up to 5% of the employee's compensation. Effective April 1, 2016, the Agency instituted an auto enrollment feature mandating a minimum 1% employee contribution; however, employees reserve the right to decline the auto enrollment. Employer matching contributions for the years ended December 31, 2022 and 2021 totaled \$32,526 and \$17,696, respectively.

**NOTE 13. CONCENTRATION OF RISK**

The Agency receives a majority of its support from federal and state governments. For the years ended December 31, 2022 and 2021, approximately 96% and 91%, respectively, of the Agency's total revenue was received from federal and state governments. If a significant reduction in the level of support were to occur, it would have a significant effect on the Agency's programs and activities.

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**NOTE 14. CONCENTRATION OF CREDIT RISK**

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

**NOTE 15. CONTINGENCIES**

The Agency receives grant funding from various sources. Under the terms of these agreements, the Agency is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Agency might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of December 31, 2022 and 2021.

**NOTE 16. RENTAL INCOME RECEIVABLE**

During the year ended December 31, 2022, and subsequent to year end, Academy Street entered into four separate rental agreements for use of their four apartments. The rental agreements have differing expirations ranging from April 2023 through April 2024. Monthly payments for the agreements ranged from \$1,168 to \$1,394 and are due the first day of each month.

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

<u>Year Ended December 31</u>	<u>Amount</u>
2023	\$ 36,678
2024	<u>11,152</u>
Total	<u>\$ 47,830</u>

**NOTE 17. PAYCHECK PROTECTION PROGRAM**

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

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY  
AND AFFILIATE**

**CONSOLIDATED NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

During the year ended December 31, 2021, the Agency applied for and received full forgiveness and therefore, recognized \$97,500 as grant revenue in the accompanying consolidated statement of activities for the year ended December 31, 2021.

**NOTE 18. DOVER DAYCARE LEARNING CENTER**

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

**NOTE 19. BUILDING IMPROVEMENT CONTRIBUTION**

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

**NOTE 20. RECLASSIFICATIONS**

Certain reclassifications have been made to the prior year's financial statements, which was taken from the December 31, 2021 financial statements, to conform to the current year presentation.

**NOTE 21. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date but arose after that date. Management has evaluated subsequent events through June 15, 2023, the date the consolidated financial statements were available for issuance.

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2022**

	<u>CAPSC</u>	<u>Academy Street Family Housing, LLC</u>	<u>Total</u>	<u>Consolidating Adjustments</u>	<u>Consolidated</u>
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash and cash equivalents	\$ 1,281,098	\$ 74,010	\$ 1,355,108	\$ -	\$ 1,355,108
Accounts receivable	2,555,440	1,412	2,556,852	-	2,556,852
Contributions receivable	50,000	-	50,000	-	50,000
Due from affiliate	9,123	-	9,123	(9,123)	-
Inventory	501,752	-	501,752	-	501,752
Prepaid expenses	52,046	-	52,046	-	52,046
Current portion of right of use asset	65,513	-	65,513	-	65,513
Total current assets	<u>4,514,972</u>	<u>75,422</u>	<u>4,590,394</u>	<u>(9,123)</u>	<u>4,581,271</u>
<b>NONCURRENT ASSETS</b>					
Restricted cash	-	29,455	29,455	-	29,455
Security deposits	5,226	3,201	8,427	-	8,427
Property, net of accumulated depreciation	4,932,628	871,991	5,804,619	-	5,804,619
Other noncurrent assets	25,503	-	25,503	-	25,503
Right of use asset, less current portion shown above	81,312	-	81,312	-	81,312
Total noncurrent assets	<u>5,044,669</u>	<u>904,647</u>	<u>5,949,316</u>	<u>-</u>	<u>5,949,316</u>
<b>TOTAL ASSETS</b>	<b>\$ 9,559,641</b>	<b>\$ 980,069</b>	<b>\$ 10,539,710</b>	<b>\$ (9,123)</b>	<b>\$ 10,530,587</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Current portion of long term debt	\$ 75,785	\$ 19,905	\$ 95,690	\$ -	\$ 95,690
Accounts payable	425,562	20,396	445,958	-	445,958
Accrued payroll and related taxes	129,018	-	129,018	-	129,018
Accrued compensated absences	205,528	-	205,528	-	205,528
Due to affiliate	-	9,123	9,123	(9,123)	-
Refundable advances	1,581,774	-	1,581,774	-	1,581,774
Other current liabilities	72,704	758	73,462	-	73,462
Current portion of right of use liability	65,513	-	65,513	-	65,513
Total current liabilities	<u>2,555,884</u>	<u>50,182</u>	<u>2,606,066</u>	<u>(9,123)</u>	<u>2,596,943</u>
<b>NONCURRENT LIABILITIES</b>					
Long term debt, less current portion shown above	2,133,018	775,466	2,908,484	-	2,908,484
Security deposits	-	3,201	3,201	-	3,201
Right of use liability, less current portion shown above	81,312	-	81,312	-	81,312
Total noncurrent liabilities	<u>2,214,330</u>	<u>778,667</u>	<u>2,992,997</u>	<u>-</u>	<u>2,992,997</u>
Total liabilities	<u>4,770,214</u>	<u>828,849</u>	<u>5,599,063</u>	<u>(9,123)</u>	<u>5,589,940</u>
<b>NET ASSETS</b>					
Without donor restrictions	4,483,642	151,220	4,634,862	-	4,634,862
With donor restrictions	305,785	-	305,785	-	305,785
Total net assets	<u>4,789,427</u>	<u>151,220</u>	<u>4,940,647</u>	<u>-</u>	<u>4,940,647</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 9,559,641</b>	<b>\$ 980,069</b>	<b>\$ 10,539,710</b>	<b>\$ (9,123)</b>	<b>\$ 10,530,587</b>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE****CONSOLIDATING STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>CAPSC</u>	<u>Academy Street Family Housing, LLC</u>	<u>Consolidated</u>
<b>CHANGE IN NET ASSETS</b>			
<b>REVENUES AND OTHER SUPPORT</b>			
Grant revenue	\$ 42,329,510	\$ -	\$ 42,329,510
Fees for service	1,976,344	-	1,976,344
Rent revenue	-	58,600	58,600
Public support	628,345	-	628,345
In-kind donations	988,080	-	988,080
Interest	199	203	402
Fundraising	167,764	-	167,764
Other revenue	1,216	-	1,216
Gain on disposal of property	27,491	-	27,491
	<u>46,118,949</u>	<u>58,803</u>	<u>46,177,752</u>
Total revenues and other support			
<b>EXPENSES</b>			
<b>Program services</b>			
Child services	5,120,775	-	5,120,775
Community services	2,123,402	-	2,123,402
Energy assistance	4,158,324	-	4,158,324
Housing	31,455,192	81,104	31,536,296
Weatherization	1,791,979	-	1,791,979
	<u>44,649,672</u>	<u>81,104</u>	<u>44,730,776</u>
Total program services			
<b>Supporting activities</b>			
Management and general	1,179,649	-	1,179,649
Fundraising	219,246	-	219,246
	<u>46,048,567</u>	<u>81,104</u>	<u>46,129,671</u>
Total expenses			
<b>CHANGE IN NET ASSETS</b>	70,382	(22,301)	48,081
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>4,719,045</u>	<u>173,521</u>	<u>4,892,566</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 4,789,427</u>	<u>\$ 151,220</u>	<u>\$ 4,940,647</u>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY****SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES
<b>U.S. Department of Agriculture</b>				
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	4300-ZZZ	\$ 88,020
Child Nutrition Cluster				
Summer Food Service Program for Children	10.559	State of New Hampshire Department of Education	4300-ZZZ	\$ 130,720
National School Lunch Program	10.555	State of New Hampshire Department of Education	At-Risk After School Care Centers	71,833
Food Distribution Cluster				
Emergency Food Assistance Program	10.569	Belknap-Merrimack Community Action Partnership	None	4,500
Emergency Food Assistance Program (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership	None	988,288
Total U.S. Department of Agriculture				\$ 1,263,341
<b>U.S. Department of Housing and Urban Development</b>				
Supportive Housing for the Elderly	14.157	Dover Housing Authority	Dover Housing Authority	\$ 29,936
Community Development Block Grants / Entitlement Grants	14.228	Strafford County, NH COFA	20-409-CDPS-CV	259,235
CDBG Entitlement Grants Cluster				
Community Development Block Grants / Entitlement Grants	14.218	City of Dover, New Hampshire	City of Dover	23,067
Community Development Block Grants / Entitlement Grants	14.218	City of Rochester, New Hampshire	City of Rochester	71,048
CV-Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927	91,134
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services		107,230
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services		174,263
Supportive Housing Program	14.235	State of New Hampshire Department of Health and Human Services	010-092-7178-102-0415	20,670
Total U.S. Department of Housing and Urban Development				\$ 776,603
<b>U.S. Department of Homeland Security</b>				
Emergency Food and Shelter National Program	97.024	United Way	593890-035	\$ 6,559
Total U.S. Department of Homeland Security				\$ 6,559
<b>U.S. Department of Energy</b>				
Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	01-02-02-024010-7708-074-500587	\$ 234,713
Total U.S. Department of Energy				\$ 234,713
<b>U.S. Department of the Treasury</b>				
Emergency Rental Assistance Program	21.023	State of New Hampshire, NHIFA		30,468,126
Emergency Rental Assistance Program	21.023	State of New Hampshire, NHIFA	Administration	223,074
Total U.S. Department of the Treasury				\$ 30,691,200

See Notes to Schedule of Expenditures of Federal Awards

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES
<b>U.S. Department of Health &amp; Human Services</b>				
Aging Cluster				
Special Programs for the Aging - Title III, Part B	93.044	State of New Hampshire Division of Elderly and Adult Services	010-048-7872-512-0352	2,433
Special Programs for the Aging - Title III, Part B	93.044	State of New Hampshire Department of Health and Human Services, NTS	05-95-48-48010-78720000-512-500352	<u>37,350</u>
				\$ 39,783
Maternal, Infant, Early Childhood Homevisiting Program	93.870	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	05-05-90-902010-5896	253,955
Promoting Safe and Stable Families	93.556	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29730000-102-500734-42107306	50,233
Temporary Assistance for Needy Families	93.558	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-045-450010-61460000-502-500891-42106803	88,610
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	1,218,388
ARPA-Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	2,812,510
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	<u>398,103</u>
				4,427,001
Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	010-045-7148-093-0415	408,788
CV-Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	G-1981NHCO6R	<u>120,513</u>
				529,301
CCDF Cluster				
ARPA - Child Care and Development Block Grant	93.575	State of New Hampshire, DHHS	177200	99,483
Head Start Cluster				
Head Start	93.600	Direct Funding	01CH01149601 & 602, 01HP00025002	1,968,681
Early Head Start	93.600	Direct Funding	01CH01149601C3, 01HE00051501C6	<u>1,574,807</u>
				3,543,488
Maternal and Child Health Services Block Grant to States	93.994	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-090-51900000-102-500731-60004009	13,398
Stephanie Tubbs Jones Child Welfare Program	93.845	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29680000-102-500734-42106802	1,987
Social Services Block Grant	93.867	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29680000-102-500734-42106803	<u>188,424</u>
Total U.S. Department of Health & Human Services				\$ 9,235,063
<b>TOTAL</b>				\$ <u>42,206,079</u>

See Notes to Schedule of Expenditures of Federal Awards

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**NOTE 1. BASIS OF PRESENTATION**

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Partnership of Strafford County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE 3. INDIRECT COST RATE**

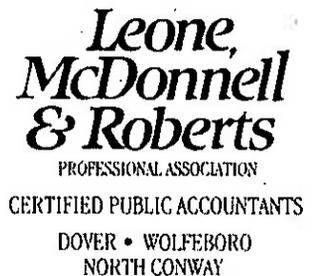
Community Action Partnership of Strafford County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 4. FOOD DONATION**

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

**NOTE 5. SUBRECIPIENTS**

Community Action Partnership of Strafford County had no subrecipients for the year ended December 31, 2022.



**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows, and the related notes to the financial statements, and have issued our report thereon dated June 15, 2023.

**Internal Control Over Financial Reporting**

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

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

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

**Compliance and Other Matters**

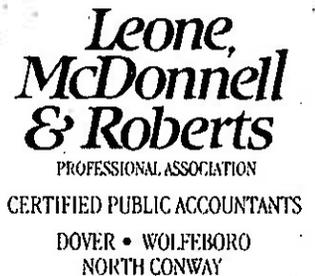
As part of obtaining reasonable assurance about whether Community Action Partnership of Strafford County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which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

**Purpose of this Report**

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

*Leon, McDonnell & Roberts*  
*Professional Association*

Dover, New Hampshire  
June 15, 2023



**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

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

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

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Community Action Partnership of Strafford County's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Action Partnership of Strafford County's major federal programs for the year ended December 31, 2022. Community Action Partnership of Strafford County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Community Action Partnership of Strafford County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Community Action Partnership of Strafford County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Community Action Partnership of Strafford County's compliance with the compliance requirements referred to above.

#### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Community Action Partnership of Strafford County's federal programs.

#### **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Community Action Partnership of Strafford County's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Community Action Partnership of Strafford County's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Community Action Partnership of Strafford County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Community Action Partnership of Strafford County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Leon, McDonnell & Roberts  
Professional Association*

Dover, New Hampshire  
June 15, 2023

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Partnership of Strafford County were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Community Action Partnership of Strafford County, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Community Action Partnership of Strafford County expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that would be required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major were: U.S. Department of Agriculture, Emergency Food Assistance Program (Food Commodities), ALN 10.569 and U.S. Department of the Treasury, Emergency Rental Assistance Program, ALN 21.023.
8. The threshold used for distinguishing between Type A and B programs was \$750,000.
9. Community Action Partnership of Strafford County was determined to not be a low-risk auditee.

**B. FINDINGS – FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None



Administrative Office:

577 Central Avenue, Suite 10  
Dover, NH 03820  
603-435-2500

Early Childhood Education

Centers:

577 Central Avenue, Suite 50  
Dover, NH 03820  
603-285-9460

120 Main Street

Farmington, NH 03835  
603-755-2883

150 Wakefield Street, Suite 117

Rochester, NH 03867  
603-285-9461

46 Stackpole Road

Somersworth, NH 03878  
603-817-5458

Family Resource Centers:

577 Central Ave, Suite 50  
Dover, NH 03820  
603-435-2500

10 Cold Spring Manor

Rochester, NH 03867  
603-435-2500

Outreach Office:

577 Central Avenue, Suite 20  
Dover, NH 03820  
603-435-2500

10 Cold Spring Manor

Rochester, NH 03867  
603-435-2500

Food Pantries:

577 Central Avenue, Suite 10  
Dover, NH 03820  
603-435-2500

10 Cold Spring Manor

Rochester, NH 03867  
603-435-2500

## 2024 Board of Directors

Executive Committee

Terry Jarvis ~ Chair  
Jean Miccolo ~ Treasurer  
Alan Brown ~ Secretary

Board Members

Heather Blumenfeld  
Anthony M. Carr  
Leah Crouser  
Nicki Gearwar  
Robert Harrington  
Katrin Kasper  
Sarah Kuhl  
Christine McCluskey  
Brandi McKay-Berry  
Ian Oneail  
James Rathbun  
Maureen Staples  
Mark Toussaint  
Steve Trozinski  
Robert Warach

Tanisha Johnson, Child and Family Services Director  
Community Action Partnership of Strafford County

Email: [REDACTED] Phone: [REDACTED]

### Work Experience

*Child and Family Services Director, Community Action Partnership of Strafford County, Dover, NH, 2020 – Present*

- Orchestrate overall operational and fiscal budgeting, grant writing and administration, contractual management, financial analysis, strategic planning, predictive analytics, and cross-functional collaboration and leadership for 2 childcare centers, and the Home Visiting Program
- Secured and oversees leadership for over \$4 million dollars in federal funding and grants, actively prepares and writes grant applications
- Coaches, trains, and mentors 10 Managers, 2 Program Assistants, and staff members
- Charters RFP's, authors and optimizes website and media, researches community needs, cross-functionally collaborates with other child and family service organizations
- SME and spokesperson for Child and Family Services and legislative action ensure program adherence to Head Start/Early Head Start Program Performance Standards, Child Care Licensing Regulations, and the State of NH Home Visiting program compliance

*Branch Director, Exeter Area YMCA, Exeter, NH, 2020 – 2020*

- Spearheaded all daily operations of The Exeter Area MCA including 114 team/department members and 7200 membership clients, including strategic planning, program management, and development, fiscal short- and long-term planning/budgeting (\$2.5 million dollars annually), risk assessment/management, volunteer committee development, member retention and growth, and community relations and collaborations
- Conceptualized, authored, and secured a \$10,000 Tufts Healthcare grant for a new Senior healthcare initiative
- Pioneered the creation of a virtual community during the COVID closure, generated a membership retention rate of 70%, developed 35+ virtual programs and classes, and donated to 50+ families in need
- Post-COVID SME for reopening, authored operational safety plan, staff training, mental health awareness, and adhered to all CDC and state guidelines

*Associate Branch Director, Exeter Area YMCA, Exeter, NH, 2017 – 2020*

*Early Intervention Supervisor, Service Access & Management, 2015 – 2017*

*Early Intervention Program Manager, Service Access & Management, 2012 – 2015*

### Education/Certifications

Diversity and Inclusion in the Workplace, Cornell University

Master of Business Administration, Walden University

Bachelor of Science, Psychology, Walden University

Talk Saves Lives Certified Teacher AFSP

More Than Sad: Suicide Prevention Certified Teacher AFSP

Certified Spinning Instructor Mad Dogg Athletics

Cycle Instructor Certification AFAA

Pedals for Parkinson Cycle Certification



Tanisha Johnson, Child and Family Services Director  
Community Action Partnership of Strafford County

Email: [REDACTED]

Phone: [REDACTED]

### **Organizations**

Board Member, Robinwood Center, Stratham, NH, Nov 2020 – Present

Chairman of the Board & Co-Founder, Black Lives Matter – Seacoast Chapter of NH, 2020 – Present

Board Member, Racial Unity Team, Exeter NH, 2019 – 2020

Committee Chair, Racial Unity Team, Exeter, NH, Jan 2020 – Feb 2022

Project Manager for NH Humanities Grant, Racial Unity Team, Exeter, NH, Mar 2020 – Nov 2020

Vice-Chair, Racial Unity Team, Exeter, NH, Jan 2021 – Feb 2022

Board Member, Exeter AreUIn Program, Exeter, NH, 2018 – 2021

Interim Board President, Exeter AreUIn Program, Apr 2019 – Nov 2020

Board Member, SAU 16 Diversity Task Force, Exeter, NH, 2019 - 2021



# TERA FELIZ

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## EXPERIENCE

### 2022 – PRESENT

#### HFA SUPERVISOR, COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

- Works with the Home Visiting Manager and Outreach and Enrollment Coordinator to ensure full enrollment.
- Provides weekly supervision and support to HFA home visiting staff in Early Childhood Development, Prenatal Services, Family Support, Nutrition and Parenting in accordance with HFA program requirements.
- Participates in the orientation of all new HFA home visiting staff. Directly facilitates the professional growth of the home visitor.
- Maintains accurate and up-to date information about program policies and procedures, shares with HFA Home Visiting staff and ensures adherence to such policies and procedures.
- Ensures that all written and electronic records are complete and up to date.
- Regularly observes and documents the work of the HFA home visitors; monitors and maintains caseloads

### 2021– 2022

#### HOME VISITOR, COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

- Promoted healthy growth and development of children by assisting families in identifying and addressing any home or community barriers to children's success in school.
- Empowered families to advocate for themselves and their children, by collaborating with families and community agencies in the development of family centered and culturally diverse services.
- Used relationship-based approach with families that include empathetic understanding, genuine caring, problem solving, support, sensitive communication, and cultural awareness.
- Facilitated parents' participation in the development of an Individual Family Support Plan as a tool for family goal accomplishment. Updated with family on an ongoing basis.
- Supported parents who are experiencing social, emotional, physical and mental health related problems that interfere with their ability to parent.
- Promoted safe, nurturing environments for children by educating parents in child development, child health, safety and parenting skills.
- Helped families learn healthy coping skills that will assist them in their everyday lives.
- Helped families deal with crisis situations.
- Enhanced family development by assisting parents to further their education, find employment and access community resources.

**2019 – 2020**

**CLINICAL SUPERVISOR, YOUTH VILLAGES**

- Supervised a team that consisted of 4-5 Family Intervention Specialists and their individual caseloads of 3-5 families.
- Reviewed treatment plans weekly and provided feedback to ensure quality standards and adherence to contractual requirements were being met.
- Participated in weekly meetings with Clinical Consultant and specialists to review treatment plans; share case updates, address case concerns, and discuss treatment plan objectives, interventions, and goals for the upcoming treatment cycle.
- Ensured that specialists met documentation and deadline expectations.
- Provided regular check-ins, reviews, and support for specialists, in addition to weekly development meetings and supervision.
- Conducted monthly field visits with the specialist and the families to ensure needs were being met and problem-solve any issues and concerns.
- Attended monthly team meetings with the specialist, families, and collaterals to review and discuss treatment progress and planning.

**2018 – 2019**

**FAMILY INTERVENTION SPECIALIST, YOUTH VILLAGES**

- Provided intensive in-home services for at-risk youth and their families three times a week on assigned caseloads consisting of 5 families.
- Completed initial assessments with the youth and family in order to complete the psycho-social assessment, create individual safety and crisis- response plans, and identify goals to target when creating treatment plans.
- Implemented interventions with the youth, family, schools, and outside community supports in order to increase interpersonal and pro-social skills.
- Provided case management services and customer relations with a focus on collaborative and ongoing contribution and engagement.
- Provided 24/7 on-call crisis response services on a rotating schedule.
- Completed Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) certification program.

**2017 – 2018**

**RECOVERY SUPPORT WORKER, HOPE ON HAVEN HILL**

- Provided direct care to pregnant or post-partum women who are seeking recovery from substance use disorder
- Maintained safety and supervised residents while they worked on parenting skills and adhered to program requirements and expectations.
- Worked within policies, procedures, and protocols as they related to the job, such as, but not limited to: Compliance with confidentiality and HIPAA rules as required by federal regulations, familiarity with paper client documentation, and communicating all relevant client concerns and issues to appropriate staff and direct supervisor.

**2015 – 2017**

**ADULT COMMUNITY CASE MANAGER, PSL SERVICES**

- Provided Case Management Services for Adults with Intellectual Disabilities and Autism in the State of Maine, by identifying service needs, finding services available to meet those needs, and facilitating access to those services to assist in improving individual opportunities to live a full life.

- Conducted Intake/Assessments, Plan of Care Development, coordination/advocacy for the client, monitoring services and evaluating continuing/changing needs as they occur.
- Coordinating with local agencies and providers to ensure services are implemented as outlined by the Individual Plans of Care, focusing on community inclusion and employment opportunities.
- Overseeing funding sources and assisting clients with the process of applying, implementing, and ensuring eligibility for MaineCare funded services, and/or additional financial supports and resources.

**2012 – 2013**

**FUNCTIONAL SUPPORT SPECIALIST, COMMUNITY PARTNERS**

- Conducted weekly home, school and community-based visits to children and families to assist with delivering interventions through Family Support and Therapeutic Behavioral Services specified on individualized service plans
- Supported children and youth from ages 3-21 with a wide range of mental health, behavioral, and developmental issues while conducting assessments, observations, and developing and implementing treatment plan objectives
- Maintained daily client progress notes, quarterly reviews, and annual service plans and eligibilities as required by the State of New Hampshire
- Attended weekly supervision, staff meetings, and psychiatric referral, evaluation and progress meetings

**2008 – 2012**

**DIRECT SUPPORT PROFESSIONAL, COMMUNITY PARTNERS**

- Supported adults with disabilities in a day program designed to facilitate community integration, vocational rehabilitation, and skill-building
- Created and adhered to daily client schedules that included vocational, recreational, and social activities
- Maintained daily data reports and monthly anecdotal reports
- Attended required continuing education courses and staff development meetings in order to maintain current certification and learn updated program guidelines

**2007 – 2008**

**ADOLESCENT COUNSELOR, DOVER CHILDREN'S HOME**

- Worked as a team member in maintaining individualized treatment plans for coed youth ages 10-17
- Followed the guidelines of a structured behavior modification program and upheld daily charts and record-keeping

## **EDUCATION**

**5/2015**

**MASTER OF ARTS IN HUMAN SERVICES COUNSELING, LIBERTY UNIVERSITY**

**5/2013**

**BACHELOR OF SCIENCE IN PSYCHOLOGY, LIBERTY UNIVERSITY**

# Karena Davison Resume

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

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## Work History

### CFSS/ Kinship Supervisor

Rochester, NH

8/2023

- Ensures program adherence to all relevant Home Visiting program requirements, recommending changes to procedures and updating forms. Sees that all necessary administrative tasks are completed in a timely manner including required reports and supervision records.
- May provide direct services to families, i.e., crisis intervention.
- Works with Child and Family Services Program to ensure ongoing parent education and playgroups with relevant topics which will promote socialization, child development, and/or recruitment of other families.
- Establishes and maintains positive working relationships with referral sources and other agency programs including Head Start and Early Head Start, local social service agencies, schools, and state agencies to ensure full enrollment and effective, non-duplicative provision of services.
- Ensures that all written and electronic records are complete and up-to-date. Maintains supervisory notes in data management system.
- Regularly observes and documents the work of the home visitor; monitors and maintains caseloads.

- **CFSS/Kinship Lead Home Visitor**

Rochester, NH

5/2023- 8/2023

- Help families deal with crisis situations.
- Act in a support role as an advocate for child and family, addressing unmet family needs.
- Maintain current and accurate records, with adequate provisions for confidentiality. Ensure all records are up-to-date.

**COMPREHENSIVE FAMILY SUPPORT SERVICES HOME VISITOR**

Rochester, NH

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## Skills

- Task prioritization
- Analytical thinking
- Cultural awareness
- Social perceptiveness
- Multitasking
- Time management

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## Education

2019

### Granite State College

Rochester, NH

Bachelor of Science: Psychology Minor in Human Services

2019

### Great Bay Community College

Portsmouth, NH

Associate of Science: Psychology & Teacher Prep

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## Certifications

- Licensed Cosmetologist March 2013- March 2026
- Youth Mental Health and First Aid 2022-2025
- CPR Dec 2022-2024

08/2021- 5/2023

- Help families deal with crisis situations
- Support parents who are experiencing social, emotional, physical, and mental health related problems that interfere with their ability to parent.
- Use relationship-based approach with families that include empathetic understanding, genuine caring, problem solving, support, sensitive communication, and cultural awareness.

**Applied Behavioral Mental Health Counseling - ABA Therapist**

Durham, NH

03/2020 -

- Participate ABA program, discrete trial teaching techniques, management of maladaptive behaviors, child development and data collection techniques
- Observe and record child's behaviors through data input into an electronic device and log hours and data accurately.

**Monarch School of New England - Educational Technician**

Rochester, NH

04/2018 - 04/2019

- Assist special needs
- students with academic success
- Encourage good behaviors using the positive reinforcement method and Interact with children on an individual basis

**Community Partners - Registered Behavioral Technician & PDMS**

Dover, NH

05/2016 - 05/2018

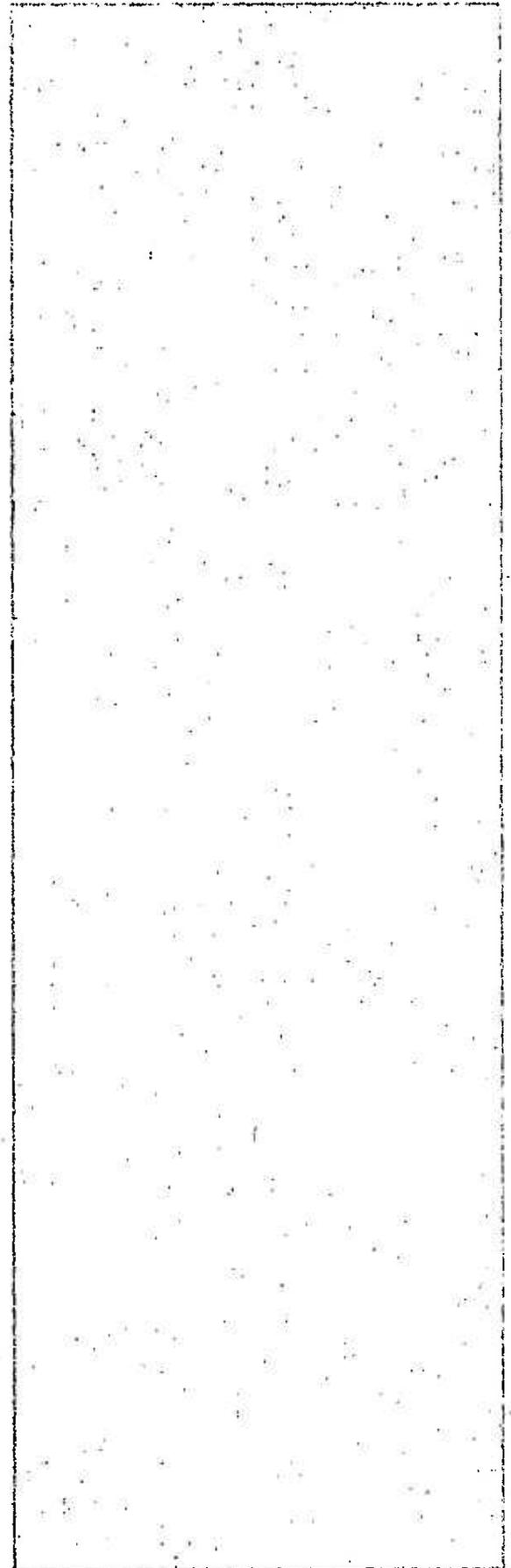
- Implement treatment protocols utilizing the methods of Applied Behavior Analysis while Collecting data related to behaviors
- Enable individuals who have a developmental disability or acquired brain disorder to experience, independence, community inclusion, and employment, while promoting personal growth, responsibility, health, and safety.
- Provide support with increasing independent living skills, and exploring vocational interests and opportunities

**Somersworth School District - Substitute Teacher/ Paraprofessional**

Somersworth, NH

10/2013 - 04/2018

- Assist special needs students with academic success while encouraging good behaviors using the positive reinforcement method
- Adapt teaching methods and materials to meet students' varying needs



## Heidi Crowell

Dependable and detail-oriented. Works well under pressure. Organized, focused and successful at meeting deadlines. Excellent communication and interpersonal skills. Ability to multitask. Unwavering commitment to exceeding customer expectations.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

### Work Experience

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#### **Advanced Emergency Medical Technician**

Town of Wilton - Wilton, NH

May 2020 to Present

Respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.

#### **Advanced Emergency Medical Technician**

Town of Antrim - Antrim, NH

December 2016 to Present

Respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.

#### **Paraprofessional**

Conval School District - Peterborough, NH

October 2020 to June 2023

Participating in lesson planning sessions, and communicating with parents and school officials. Co-teaching lessons under the Teacher's guidance, leading small groups or individual instruction and discussions, and reviewing classwork.

#### **Bartender/Server**

Dublin Road Taproom - Jaffrey, NH

May 2020 to May 2021

Mixed and served beverages to customers, 23 beers on draft and full bar, took food orders, ensured a clean working environment for customers as well as other employee, performed all end of day duties including tallying up and verifying all cash and credit card transactions.

#### **Administrative Assistant/Social Media and Marketing**

Arvigo Institute - Antrim, NH

May 2018 to March 2020

Answer and direct phone calls, take and process orders, organize and schedule appointments, provide general support to customers, maintain Facebook and Instagram pages, assist in the preparation of scheduled classes, write and distribute emails and letters.

### **Nanny/Household Manager**

Private Family - Antrim, NH

April 2016 to April 2018

Cared for a 2 year old boy since he was 10 weeks old and the newest addition that was 4 months old. Sparked creativity and imagination by helping children discover new things each day. Promoted good behaviors by using the positive reinforcement method. Maintained accurate daily records of children's individual activities, behaviors, meals, and naps. Dressed children and changed diapers. Administered medication and minor first aid to sick and injured children. Cleaned the home. Family moved away.

### **Customer Service Representative**

Rymes Heating - Antrim, NH

December 2013 to March 2016

Delivered exceptional service by greeting and serving customers in a timely, friendly manner. Fielded an average of 40 customer service calls per day. Managed closing duties, including restocking items and reconciliation of the cash drawer. Scheduled service and deliveries and answered technical questions.

### **Assistant Dog Daycare Manager**

Under One Woof - Antrim, NH

December 2008 to December 2013

Collaborated with other team members on special projects and events. Delivered exceptional service by greeting and serving customers in a timely, friendly manner. Maintained a clean and safe environment. Coordinated and expedited day to day operations with supervision of owner.

### **Bank Teller/Customer Service Representative**

TD Bank - Peterborough, NH

October 2007 to January 2009

Provided excellent customer service to customers while opening and servicing bank accounts. Processed loan payments, deposits, withdrawals, wire transfer and cashed checks. Balanced bank vaults and managed up to \$10,000 cash.

### **Bed and Breakfast Manager**

Ivey House B&B - Everglades City, FL

March 2002 to November 2005

Managed day to day operations. Organized and maintained office operations, procedures, equipment, times sheets, payroll, all correspondences, daily supply requisitions and office records. Booked reservations and tours, provided educational information about the area. Responsible for the recruitment, supervision and evaluation of staff members. Responded to customer complaints and concerns. Ensured regulatory compliance. Networked with area businesses, Southwest Florida Chamber of Commerce and Everglades Chamber of Commerce to increase tourism revenue. Southwest Florida Chamber of Commerce and Everglades Chamber of Commerce to increase tourism revenue. Scheduled weekly talks and dinner specials with local artists, authors, fisherman, famous paddlers and National Park Service employees.

## Education

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### **Bachelor of Science in Environmental Studies and Geography**

Keene State College - Keene, NH

May 2011

## Skills

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- Instagram
- Administrative Assistant
- Outlook
- Hospital Experience
- Accounts Payable
- Medication Administration
- Facebook
- EMT Experience
- Social Media
- Word
- Special Education
- Vital Signs
- Nannyng
- Critical Care Experience

## Certifications and Licenses

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**EMT Certification**

**CPR Certification**

**CPI Certification**

**BLS Certification**

Jennifer Sherman, Head Start Family Advocate  
Community Action Partnership of Strafford County

**Work Experience**

*Family Resource Center Coordinator & Resource Navigator, Community Action Partnership of Strafford County, Dover, NH, Jan 2022 – Present*

*Head Start Family Advocate, Community Action Partnership of Strafford County, Dover, NH, 2009 – 2022*

- Provide support to families through home visits and referrals to medical, educational, and social service resources
- Ensure compliance of performance standards and monitor all aspects of family engagement
- Facilitate parent meetings and community awareness activities
- Work closely with teaching teams and community resources to ensure the best program and outcomes for families by providing support in crisis and in growth and development as a family

*Home Visitor, Strafford County Early Head Start, NH, 1996 – 2001*

- Provide case management to young families with children 0 to 3 and prenatal women
- Ensure a quality home visiting experience with the emphasis on enhancing the parent/child relationship
- Responsible for planning and facilitating parent meetings
- Work to empower families to be self-advocates

*Home Visitor, Strafford County Head Start, NH, 1993-1996*

*Assistant Teacher, Strafford County Head Start, NH, 1991 – 1993*

**Education/Certifications**

Bachelor of Science, Human Services/Social Work, Springfield College

Associate of Science, Human Services/mental health, New Hampshire Technical Institute

Parenting the young child

Positive solutions for families

The Art and science of peer assisted recovery

Parent Café Facilitator



Contractor Name  
Key Personnel

Name	Job Title	Salary Amount Paid from this Contract	Total Annual Salaries
Tanisha Johnson	Child and Family Services Director	18,256	96,616
Tera Feliz	Home Visiting Sr Prog Manager	8,059	68,245
Karena Davison	CFSS & Kinship Supervisor	43,176	46,774
Heidi Crowell	CFSS & Kinship Home Visitor	20,765	41,268
Jennifer Sherman	FRC Coordinator	10,852	43,134

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Shibiakette  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

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

The Family Resource Center at Gorham Gorham, NH	162412- B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412- B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625- B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274- B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166- B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166- B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166- B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency: Governor Christopher T. Sununu  
and the Honorable Council  
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Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

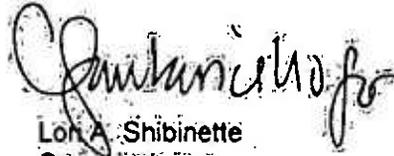
Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lon A. Shabinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Partnership of Strafford County ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director;
2. Modify Exhibit B, Scope of Services, Section 1.7, Staffing, Subsection 1.7.7, Paragraph 1.7.7.1, to read:  
1.7.7.1. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

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

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

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

Community Action Partnership of Strafford County

8/22/2022

Date

*Betsy Andrews Parker*

Name: Betsy Andrews Parker

Title: CEO





Lori A. Sibilioette  
Commissioner

Christine L. Santamello  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbhs.nh.gov

June 26, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

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His Excellency, Governor Christopher T. Sununu,  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

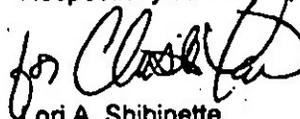
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



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

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. LRCS Family Resource Center - Laconia	300	271
2. TLC Family Resource Center - Claremont	300	276
3. Waypoint - Concord DO	300	275
4. Waypoint - Southern DO	300	275
5. Waypoint - Manchester DO	300	275
6. Children's Unlimited, Inc.	300	274
7. Community Action Partnership of Strafford County	300	270
8. Greater Seacoast Community Health	300	257
9. Home, HealthCare, Hospice & Community Services	300	268
10. The Family Resource Center - Berlin	300	286
11. The Family Resource Center - Littleton	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

1024 Federal, CEFA P23.445, Title IV-B

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,023.60

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

NAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT GORTHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT GORTHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIHS; HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CPDA #93-556, Promoting Safe and Stable Families

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
Total:				\$128,424.00	\$32,109.00

**GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

**LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$61,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$219,999.00

05-895-842-421018-79660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBC

100% Federal Fund, CFDA #21.647, Title XX Grant  
 WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-D807

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B007

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-H002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

TLC FAMILY RESOURCE CENTER  
 (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177374-B007

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT CORLIAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT CORLIAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CPDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: PAIN INSTANTAN

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,452.80

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177231-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

**05-093-043-450010-61460000-502-500491-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNCE TO NEEDY FAMILYS**

100% Federal Funds, CFDA 93.559, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 12N112NF

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR #156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-0004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,063.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,063.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,063.97
2024	644-504187	SQPSER SGF SERVICES	42105874	\$29,063.97
Total:				\$116,263.88

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SQPSER SGF SERVICES	42105874	\$30,000.52
Total:				\$120,001.08
Sub-Total:				\$1,600,000.00

03-095-096-102018-31900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES; HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES; MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #93.994, Federal Funds from JIRSA

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
<b>Total:</b>				<b>\$30,556.24</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
<b>Total:</b>				<b>\$25,728.00</b>

**TLC FAMILY RESOURCE CENTER AT CORNHAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
<b>Total:</b>				<b>\$29,036.00</b>

**TLC FAMILY RESOURCE CENTER AT CORNHAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
<b>Total:</b>				<b>\$14,768.00</b>
<b>Sub-Total:</b>				<b>\$245,564.00</b>

**05-093-042-421010-19580000-415-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES**

**100% General Funds WAYPOINT (FN/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
<b>Total:</b>				<b>\$173,152.00</b>

**WAYPOINT (FN/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
<b>Total:</b>				<b>\$36,876.00</b>

**WAYPOINT (FN/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
<b>Total:</b>				<b>\$204,000.00</b>

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

**GREATER SEACOAST COMMUNITY HEALTH (FA/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$204,000.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177214-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$204,900.16

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$204,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,656,610.00	\$229,999.00

Subject: Comprehensive Family Support Services RFP-2021-DEHS-02-COMPR-01

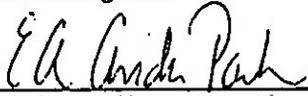
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> Community Action Partnership of Strafford County		<b>1.4 Contractor Address</b> 577 Central Avenue, St 16 Dover NH 03820	
<b>1.5 Contractor Phone Number</b> (603) 435-2500	<b>1.6 Account Number</b> 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734 05-095-045-450010-61270000-102-500731 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-5004004	<b>1.7 Completion Date</b> June 30, 2024	<b>1.8 Price Limitation</b> \$1,229,692
<b>1.9 Contracting Officer for State Agency</b> Nathan D. White, Director		<b>1.10 State Agency Telephone Number</b> (603) 271-9631	
<b>1.11 Contractor Signature</b>  Date: 6/9/20		<b>1.12 Name and Title of Contractor Signatory</b> Betsy Andrews Parker, CEO	
<b>1.13 State Agency Signature</b>  Date: 6/25/20		<b>1.14 Name and Title of State Agency Signatory</b> Christine Santaniello, Director, DEHS	
<b>1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b>			

Contractor Initials *EAP*  
 Date 6/9/20

By:	Director, On:
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>	
By: <i>/s/Christen Lavers</i>	On: <i>6/28/20</i>
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>	
G&C Item number:	G&C Meeting Date:

Contractor Initials *EAP*  
Date *6/9/20*

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

Contractor Initials *EAP*  
Date *6/9/20*

### 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

### 9. TERMINATION.

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

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

submit to the State a Transition Plan for services under the Agreement.

### 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

### 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

**14. INSURANCE.**

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

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

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

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

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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

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

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

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

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

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

Contractor Initials EAP  
Date 6/9/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



EXHIBIT A

---

**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

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

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

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

3.3. The parties may extend the Agreement for up to two (2) additional year(s) from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

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

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

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



EXHIBIT B

Scope of Services

1. Statement of Work

1.1. General Services

- 1.1.1. The Contractor shall provide services in this agreement to pregnant and parenting women and other families with children up to twenty-one (21) years of age who:
  - 1.1.1.1. Are at risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy;
    - 1.1.1.1.2. Health and nutrition;
    - 1.1.1.1.3. Education and Employment
    - 1.1.1.1.4. Parenting challenges;
    - 1.1.1.1.5. Social isolation;
    - 1.1.1.1.6. Substance use disorders;
    - 1.1.1.1.7. Mental health events; and
  - 1.1.1.2. Seeking Comprehensive Family Support Services in a voluntary manner.
- 1.1.2. The Contractor shall provide services at Innovation Service Center at Bradley Commons, 577 Central Avenue, Dover, NH, at 150 Wakefield Street, Rochester NH, at 527 Main Street, Farmington, NH and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Rochester District Office Catchment Area.
- 1.1.3. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.4. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:30 AM to 4:30 PM, excluding state and federal holidays.
- 1.1.5. The Contractor shall continue working toward obtaining, and once approved – maintaining, the designation of a Qualified Family Resource Center (FRC-Q) through the contract completion date, ensuring application for the FRC-Q designation is submitted for review by the New Hampshire Children's Trust and the Wellness and Prevention Committee no later than April 1, 2021.

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- 1.1.6. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of Comprehensive Family Support Services (CFSS).
- 1.1.7. The Contractor shall attend quarterly meetings for CFSS, as scheduled by the Department.
- 1.1.8. The Contractor shall provide CFSS utilizing the Strengthening Families Framework through the 'No Wrong Door' approach, which may be provided through a variety of methods, as determined to be convenient for clients and families, which include, but are not limited to:
  - 1.1.8.1. Home visiting services.
  - 1.1.8.2. Workshops.
  - 1.1.8.3. Community events.
- 1.1.9. The Contractor shall provide services designed to prevent child maltreatment, neglect and Juvenile Justice Involvement by ensuring:
  - 1.1.9.1. Services are trauma informed.
  - 1.1.9.2. Parenting education and family support is available through a variety of evidence-based curriculums.
  - 1.1.9.3. Age appropriate education is available utilizing Bright Futures-Guidelines for Health Supervision of Infants, Children and Adolescents.
- 1.1.10. The Contractor shall provide and connect families to services that include but are not limited to:
  - 1.1.10.1. Social.
  - 1.1.10.2. Healthcare.
  - 1.1.10.3. Family Planning.
  - 1.1.10.4. Parenting Support.
- 1.1.11. The Contractor shall provide CFSS support to parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children.
- 1.1.12. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families on a continuum of three (3) stages:
  - 1.1.12.1. Prevention.
  - 1.1.12.2. Early intervention.

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- 1.1.12.3. Crisis.
- 1.1.13. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
- 1.1.13.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.13.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.13.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.13.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.13.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.13.6. Family history of domestic violence.
  - 1.1.13.7. Child's insecure attachment in early years.
  - 1.1.13.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.1.13.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.1.13.10. Having more than one (1) child under the age of three (3) years.
  - 1.1.13.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.1.13.12. Home conditions presenting a health and/or safety risk to family members.
  - 1.1.13.13. Child or family with chronic health, behavioral or developmental issues which impacts parenting.
  - 1.1.13.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire, Social Emotional (ASQ-SE) results that indicate developmental delays.
  - 1.1.13.15. Families impacted by traumatic events.
  - 1.1.13.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.

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1.1.13.17. Substance Use Disorder services.

1.1.14. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure service activities include, but are not limited to:

1.1.14.1. Evidence-based practices, where available.

1.1.14.2. Education and direct services that support parent and child wellbeing.

1.1.14.3. Case management.

1.1.14.4. Connections to a broad range of resources and referrals that respond to a family's needs.

1.1.15. The Contractor shall collaborate with business and agencies to provide outreach to families who may be in need of services. The Contractor shall:

1.1.15.1. Maintain collaborative relationships with business and agencies that include, but are not limited to:

1.1.15.1.1. Non-profit partners.

1.1.15.1.2. Businesses within the communities served.

1.1.15.1.3. Health care providers.

1.1.15.1.4. Hospitals and OBGYN services providers.

1.1.15.1.5. Human service providers.

1.1.15.1.6. Municipalities.

1.1.15.2. Expand outreach in the community by offering:

1.1.15.2.1. Developmental screenings county-wide in a variety of community settings;

1.1.15.2.2. Workshops in the more rural towns in the county; and

1.1.15.2.3. Hosting community networking events.

1.1.15.3. Publish an annually in-depth publication designed to connect people with the wide array of services offered within the catchment area.

1.1.15.4. Meet regularly with community partners to stay connected and ensure that agencies are aware of current services available.

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- 1.1.15.5. Utilize its website and social media platforms to connect with families and the community to promote services and programs offered.
- 1.1.15.6. Provide an informational flyer containing photos of home visitors to support warm handoffs when referred.
- 1.1.15.7. Ensure home visitors join meetings with referral partners when possible to support the warm handoff and build rapport.
- 1.1.15.8. Host networking events in all cities and towns, including developmental screening days and car seat safety checks to support community outreach and access to services.
- 1.1.16. The Contractor shall provide concrete support which includes, but is not limited to:
  - 1.1.16.1. Supporting parental resilience.
  - 1.1.16.2. Sharing knowledge of parenting and child development.
  - 1.1.16.3. Building social and emotional competence in families.
- 1.1.17. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

**1.2. Assessments and Referrals**

- 1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:
  - 1.2.1.1. Provide early intervention in at risk pregnant and parenting families;
  - 1.2.1.2. Prioritize pregnant parents with substance use disorder for support and assignment; and
  - 1.2.1.3. Request Plans of Safe Care when enrolling families.
- 1.2.2. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:
  - 1.2.2.1. Identify risk factors;
  - 1.2.2.2. Determine appropriate CFSS; and
  - 1.2.2.3. Provide appropriate CFSS.

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- 1.2.3. The Contractor shall provide each family with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include, but are not limited to:
    - 1.2.3.1. Program for Infant Toddler Care.
    - 1.2.3.2. I am Moving, I am Learning (IMIL).
    - 1.2.3.3. Positive Solutions for Families by providing the parent element to the Pyramid Model Framework for Social and Emotional Development.
    - 1.2.3.4. Mind in the Making, an 8 part series that explores supporting the development of executive function in young children and uses the Vroom application and materials as companions for parent training and support.
    - 1.2.3.5. Positive Solutions for Families.
    - 1.2.3.6. Car Seat Safety, including installation events.
    - 1.2.3.7. Community Response to Pandemic, which includes organizing and implementing mass vaccinations.
    - 1.2.3.8. Cooperative Parenting and Divorce.
  - 1.2.4. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
    - 1.2.4.1. Counseling.
    - 1.2.4.2. Adult education.
    - 1.2.4.3. Employment training.

**1.3. Home Visiting**

- 1.3.1. The Contractor shall provide CFSS home visiting services to parenting families with children up to the age of twenty-one (21) with priority given to those who:
  - 1.3.1.1. Are first time mothers;
  - 1.3.1.2. Have low incomes;
  - 1.3.1.3. Are less than twenty-one (21) years of age;
  - 1.3.1.4. Have a history of child abuse or neglect or have had interactions with child welfare services;
  - 1.3.1.5. Have a history of substance abuse or need substance abuse treatment;

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- 1.3.1.6. Use tobacco products in the home;
- 1.3.1.7. Have or have had children with low student achievement;
- 1.3.1.8. Have children with developmental delays or disabilities; or
- 1.3.1.9. Are in families that include individuals who are serving or have formerly served in the armed forces, including such families that have members of the armed forces who had had multiple deployments outside of the United States.
- 1.3.2. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
- 1.3.3. The Contractor shall facilitate referrals, as appropriate to Early Support and Services or local school districts for evaluation and Individualized Education Program (IEP) support. The Contractor shall work to bridge gaps in services by working with:
  - 1.3.3.1. School counseling partners;
  - 1.3.3.2. Childcare providers; and
  - 1.3.3.3. Preschool providers to help bridge any gaps between home and school.
- 1.3.4. The Contractor shall utilize home visits as the primary method of CFSS service delivery, and shall:
  - 1.3.4.1. Offer flexible times and convenient locations for home visiting with the family; :
  - 1.3.4.2. Meet families in the community;
  - 1.3.4.3. Provide additional education; and
  - 1.3.4.4. Provide family resources designed to strengthen and support families.
- 1.3.5. The Contractor shall ensure visiting services include, but are not limited to providing:
  - 1.3.5.1. Access to trained Recovery Coaches to assist individuals with recovery and prevention of relapse, as appropriate.
  - 1.3.5.2. Whole Family coaching.
  - 1.3.5.3. Assurance 16 case management support.

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- 1.3.5.4. Assistance to families with applying for public assistance programs that may include, but are not limited to:
  - 1.3.5.4.1. The NH-Easy system application process.
  - 1.3.5.4.2. Medicaid enrollment.
  - 1.3.5.4.3. Supplemental Nutrition Assistance Program (SNAP) Food benefits.
  - 1.3.5.4.4. Temporary Assistance for Needy Families (TANF).
  - 1.3.5.4.5. Child Care Scholarship.
  - 1.3.5.4.6. Child Care Aware of New Hampshire programs.
- 1.3.5.5. Preparation of families for their initial calls to providers for services, which may include, but are not limited to providers of:
  - 1.3.5.5.1. Transportation.
  - 1.3.5.5.2. Financial.
  - 1.3.5.5.3. Education.
  - 1.3.5.5.4. Mental and physical health.
  - 1.3.5.5.5. Recovery.
  - 1.3.5.5.6. Food security and nutrition.
  - 1.3.5.5.7. Early childhood education.
  - 1.3.5.5.8. Housing.
  - 1.3.5.5.9. Employment.
  - 1.3.5.5.10. Welfare and wellness supports.
- 1.3.5.6. Assistance to families related to housing solutions, which includes, but is not limited to:
  - 1.3.5.6.1. Completing housing and apartment applications.
  - 1.3.5.6.2. Assisting families to mitigate barriers to locating and maintaining housing.
  - 1.3.5.6.3. Connecting families to legal resources, if needed.
  - 1.3.5.6.4. Assisting with the removal of previous charges from a family's legal record in order to improve eligibility for housing.

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- 1.3.5.6.5. Providing transportation to appointments, as necessary, in order to facilitate access to necessary services.
- 1.3.5.6.6. Providing a warm hand off to services by accompanying families to initial appointments, if requested.
- 1.3.6. The Contractor shall provide training to parents on topics that include, but are not limited to:
  - 1.3.6.1. Parenting strategies designed to increase parent's confidence and success as parents.
  - 1.3.6.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
    - 1.3.6.2.1. Problem-solving skills;
    - 1.3.6.2.2. Promoting children's cognitive, academic and social skills;
    - 1.3.6.2.3. Positive discipline;
    - 1.3.6.2.4. Decision-making;
    - 1.3.6.2.5. Relationships;
    - 1.3.6.2.6. Self-control;
    - 1.3.6.2.7. Limit setting;
    - 1.3.6.2.8. Creating structure; and
    - 1.3.6.2.9. Setting appropriate expectations.
  - 1.3.6.3. Parenting children with Autism and sensory disorders.
  - 1.3.6.4. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
    - 1.3.6.4.1. Secure attachments;
    - 1.3.6.4.2. Ongoing nurturing relationships;
    - 1.3.6.4.3. Physical protection and safety;
    - 1.3.6.4.4. Developmentally-appropriate experiences;
    - 1.3.6.4.5. Setting limits; and
    - 1.3.6.4.6. Providing structure.
  - 1.3.6.5. Parenting teenagers.

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- 1.3.6.6. Positive discipline strategies.
- 1.3.7. The Contractor shall ensure comprehensive screening tools are utilized for children up to five (5) years of age who are enrolled in home visiting services that include:
  - 1.3.7.1. An Ages and Stages Questionnaire (ASQ-3) a comprehensive screening tool measuring development; and
  - 1.3.7.2. An Ages and Stages Questionnaire for children's social-emotional development (ASQ-SE).
- 1.3.8. The Contractor shall promote oral health of infants, children, and adolescents, by providing:
  - 1.3.8.1. Oral health risk assessments;
  - 1.3.8.2. Anticipatory guidance and counseling on:
    - 1.3.8.2.1. Oral hygiene;
    - 1.3.8.2.2. Nutrition;
    - 1.3.8.2.3. Fluoride; and
    - 1.3.8.2.4. Dental referrals prior to the age of one year; and
    - 1.3.8.2.5. Preventative care.
- 1.3.9. The Contractor shall work with parents to build communications skills needed to effectively:
  - 1.3.9.1. Co-parent;
  - 1.3.9.2. Participate in appointments for:
    - 1.3.9.2.1. Welfare services;
    - 1.3.9.2.2. School meetings; and
    - 1.3.9.2.3. Medical appointments.
  - 1.3.9.3. Schedule healthy recreational and social activities for their children; and
  - 1.3.9.4. Strengthen parent-child relationships.
- 1.3.10. The Contractor shall provide child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
  - 1.3.10.1. Car seat safety checks;

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- 1.3.10.2. Safety gates;
- 1.3.10.3. Portable cribs; and
- 1.3.10.4. Window guards.
- 1.3.11. The Contractor shall provide one-on-one education relative to effective parenting strategies, which includes, but is not limited to:
  - 1.3.11.1. Parents as Teachers curricula;
  - 1.3.11.2. Partners for a Healthy Baby; and
  - 1.3.11.3. Active Parenting for families with school-aged and adolescent-aged children.
- 1.3.12. The Contractor shall educate parents and guardians on Adverse Childhood Experiences (ACES) and the protective factors that can change outcomes for a child, which includes:
  - 1.3.12.1. Mentoring and coaching parents in their roles as advocates for their children;
  - 1.3.12.2. Building communication skills; and
  - 1.3.12.3. Recovery Coaching.
- 1.3.13. The Contractor shall encourage parents who smoke to make modifications that include, but are not limited to:
  - 1.3.13.1. Refraining from smoking in vehicles.
  - 1.3.13.2. Smoking outside of the home.
  - 1.3.13.3. Changing clothes after smoking.
  - 1.3.13.4. Washing hands after smoking.
- 1.3.14. The Contractor shall support clients seeking to quit smoking by assisting with the coordination of a quit plan with a medical provider.
- 1.3.15. The Contractor shall maintain a Family Service Record on each family in compliance with all HIPAA Privacy Rules. The Contractor shall ensure the Family Service Record includes, but is not limited to:
  - 1.3.15.1. Source of referral.
  - 1.3.15.2. Referral information.
  - 1.3.15.3. Release of information form.
  - 1.3.15.4. Family assessment.
  - 1.3.15.5. Child/Family services plan.

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- 1.3.15.6. Case contact log.
- 1.3.15.7. Receipt of health care.
- 1.3.15.8. Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics, "Recommendations for Preventive Pediatric Health Care" schedule.
- 1.3.15.9. Progress notes.
- 1.3.15.10. Child care utilization and billing information.
- 1.3.15.11. Case closure report.
- 1.3.16. The selected Contractor shall ensure Family Service Records are summarized and entered into Quick Base in real-time.
- 1.3.17. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.4. Continuing Education and Employment Services**

- 1.4.1. The Contractor shall work with several education agencies that offer parents the opportunity to continue their education and build the skills necessary to help them meet their career and self-sufficiency goals, which may include, but are not limited to:
  - 1.4.1.1. High School Equivalency (HISET).
  - 1.4.1.2. High School completion.
  - 1.4.1.3. Workforce training.
  - 1.4.1.4. Computer classes.
  - 1.4.1.5. Career exploration classes.
  - 1.4.1.6. Free 1:1 tutoring for adult learners.
  - 1.4.1.7. Adult Education Programs.
  - 1.4.1.8. Alternative Education Programs.
  - 1.4.1.9. Referrals to local colleges.
- 1.4.2. The Contractor shall partner with employment and workforce development services to assist economically disadvantaged and displaced workers gain employment and training, which includes, but is not limited to, referring eligible individuals to:
  - 1.4.2.1. Workforce development supports;

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- 1.4.2.2. Employment counselors;
- 1.4.2.3. Alternative education programs;
- 1.4.2.4. Career assessments;
- 1.4.2.5. Establishing childcare;
- 1.4.2.6. Transportation;
- 1.4.2.7. Networking;
- 1.4.2.8. Interview skills; and
- 1.4.2.9. On-the-job training.

**1.5. Services for Pregnant Women**

- 1.5.1. The Contractor shall collaborate with area agencies to serve pregnant women and families in recovery.
- 1.5.2. The Contractor shall request signed Release of Information consent forms from families to allow collaboration with hospitals and OBGYN offices to best support pregnant and postpartum individuals.
- 1.5.3. The Contractor shall provide prenatal child health information to pregnant women which includes, but is not limited to:
  - 1.5.3.1. Screening to ensure she is receiving prenatal care and is up-to-date on her visits.
  - 1.5.3.2. Referring to a provider, if care is not yet being received.
  - 1.5.3.3. Follow-up conversations to ensure prenatal visits are being kept.
  - 1.5.3.4. Information provided to explain the normal changes that occur throughout pregnancy.
  - 1.5.3.5. Things an expectant woman can do to give her unborn baby a healthy start to life.
  - 1.5.3.6. Signs and symptoms of premature labor.
  - 1.5.3.7. Effects of harmful substances, including tobacco, alcohol and drugs on the unborn child.
- 1.5.4. The Contractor shall conduct postnatal visits to assess maternal and newborn health, ensuring the visits include, but are not limited to:
  - 1.5.4.1. An Edinburgh screening to rule out or address post-partum depression;
  - 1.5.4.2. Assessment of successful breastfeeding for nursing mothers;

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- 1.5.4.3. Address maternal-infant attachment;
- 1.5.4.4. Family Planning;
- 1.5.4.5. Child health and safety issues;
- 1.5.4.6. Well-child visits and immunizations; and
- 1.5.4.7. Offering additional support and suggestions as necessary.

**1.6. Emergency Services**

- 1.6.1. The Contractor shall inter-refer families who apply for fuel emergency assistance to other supports specific to each family's well-being which includes, but is not limited to:
  - 1.6.1.1. Assurance 16 Program to prevent future fuel emergencies from occurring in the following fuel season;
  - 1.6.1.2. Emergency Services Grant to address emergencies; and
  - 1.6.1.3. Rapid Rehousing Programs to address housing needs.
- 1.6.2. The Contractor shall refer at-risk families to the Whole Family Program, which provides assistance that includes, but is not limited to:
  - 1.6.2.1. Additional two-generational case management and support; and
  - 1.6.2.2. Assistance with overcoming barriers to move towards financial stability and wellness.
- 1.6.3. The Contractor shall assist families with increasing food security by providing access to:
  - 1.6.3.1. Food pantries;
  - 1.6.3.2. At Risk After-School programs;
  - 1.6.3.3. Temporary Emergency Food Assistance (TEFAP); and
  - 1.6.3.4. Thanksgiving and Holiday Food Basket programs.

**1.7. Staffing**

- 1.7.1. The Contractor shall provide consultation services from a clinician or prescribing practitioner, who is licensed by the NH Board of Psychological Examiners, as a health care professional.
- 1.7.2. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.

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- 1.7.3. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.
  - 1.7.4. The Contractor shall provide ne (1), 0.25 Full Time Equivalent (FTE) Director.
  - 1.7.5. The Contractor shall provide one (1), 0.50 FTE Program Manager who shall have at a minimum:
    - 1.7.5.1. A Master's degree in social work, counseling, nursing, public health or a related field; and
    - 1.7.5.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
    - 1.7.5.3. A Bachelor's degree in social work, counseling, nursing, public health or a related field; and
    - 1.7.5.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.
  - 1.7.6. The Contractor shall ensure the Program Manager job duties include, but are not limited to:
    - 1.7.6.1. Implementation of high-quality programming;
    - 1.7.6.2. Managing home visiting programs and staff;
    - 1.7.6.3. Orientation of new staff;
    - 1.7.6.4. Supervision and support of professional development for staff;
    - 1.7.6.5. Collaboration internally and externally in the community to establish referral sources; and
    - 1.7.6.6. Visit with families as a fill-in for a position that is vacant.
  - 1.7.7. The Contractor shall provide a minimum of two (2) FTE Paraprofessional Home Visitors who shall have at a minimum:
    - 1.7.7.1. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
    - 1.7.7.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
  - 1.7.8. The Contractor shall ensure Paraprofessional Home Visitors:

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- 1.7.8.1. Assist families in obtaining services;
- 1.7.8.2. Provide coaching to families;
- 1.7.8.3. Establish a trusting relationship with families;
- 1.7.8.4. Assess a families resource needs;
- 1.7.8.5. Provide necessary support, education and resources during times of high stress; and
- 1.7.8.6. Provides case management.
- 1.7.9. The Contractor shall provide one (1) FTE Lead Paraprofessional Home Visitor who meets the same educational and experience requirements as the Paraprofessional Home Visitors, with additional duties that include, but are not limited to:
  - 1.7.9.1. Supervise other Paraprofessional Home Visitors;
  - 1.7.9.2. Review case notes and files;
  - 1.7.9.3. Collect monthly reports;
  - 1.7.9.4. Review data entry;
  - 1.7.9.5. Attend local and statewide committee and coalition meetings to provide community outreach; and
  - 1.7.9.6. Act as liaison between home visitors and the Department.
- 1.7.10. The Contractor shall provide one (1) 0.08 FTE Health Services Coordinator/Program Nurse who is responsible for:
  - 1.7.10.1. Coordination and delivery of health services to children and families participating in programs;
  - 1.7.10.2. Completing newborn assessments;
  - 1.7.10.3. Completing depression screenings;
  - 1.7.10.4. Providing education to families on:
    - 1.7.10.4.1. Health;
    - 1.7.10.4.2. Nutrition; and
    - 1.7.10.4.3. Prenatal care.
  - 1.7.10.5. Providing staff training on:
    - 1.7.10.5.1. Cardiopulmonary Resuscitation (CPR);
    - 1.7.10.5.2. First aid; and

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

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1.7.10.5.3. Blood-borne pathogens.

1.7.11. The Contractor shall provide one (1), 0.15 Time Equivalent Outreach and Enrollment Coordinator who has, at a minimum:

- 1.7.11.1. A Bachelor's degree or higher in human services related field, marketing field or other related field;
- 1.7.11.2. A combination of human services, marketing or community outreach experience or education;
- 1.7.11.3. Experience working with low income families and connecting them to services;
- 1.7.11.4. Experience utilizing social media for outreach is preferred;
- 1.7.11.5. Prior experience and knowledge of Head Start programs and/or non-profit agencies is strongly preferred;
- 1.7.11.6. Intermediate to advanced computer literacy including, but not limited to:
  - 1.7.11.6.1. Database management;
  - 1.7.11.6.2. Data entry and reporting; and
  - 1.7.11.6.3. Microsoft suite.

1.7.12. The Contractor shall ensure the Outreach and Enrollment Coordinator is responsible for:

- 1.7.12.1. Coordinating outreach in the community;
- 1.7.12.2. Recruiting eligible families for participation in all programs; and
- 1.7.12.3. Overseeing the initial eligibility of children and families into all programs.

1.7.13. The Contractor shall provide one (1), 0.13 FTE Program Assistant who supports:

- 1.7.13.1. All Contractor programs;
- 1.7.13.2. Tracking of in-kind;
- 1.7.13.3. Processing of invoices;
- 1.7.13.4. Purchasing; and
- 1.7.13.5. Other administrative tasks as needed.

1.7.14. The Contractor shall provide one (1), 0.75 FTE Family Resource Center Coordinator (FRC) who has, at a minimum:

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 1.7.14.1. A Bachelor's Degree in social work, human services, family services counseling or related field;
- 1.7.14.2. At least two (2) years of related experience in service delivery to families and children;
- 1.7.14.3. Experience with coordinating and marketing adult, family, community, education programs and workshops;
- 1.7.14.4. Experience with community collaborations;
- 1.7.14.5. Strong knowledge of Microsoft Office Suites;
- 1.7.14.6. Ability to quickly learn new systems and databases;
- 1.7.14.7. Experience organizing and/or facilitating trainings and workshops;
- 1.7.14.8. Knowledge of the use of presentation software and technology including event management software or applications; and
- 1.7.14.9. Knowledge of community resources in Strafford County.
- 1.7.15. The Contractor shall ensure the Family Resource Center Coordinator is:
  - 1.7.15.1. Responsible for overseeing the Family Resource Center;
  - 1.7.15.2. Supports the Designated FRC of Quality process;
  - 1.7.15.3. The coordinator for all parent/family/community education and workshops.
- 1.7.16. The Contractor shall ensure staff are trained in the principles of family support, maternal and child health, as well as the child welfare system, with concentrations in service array, as well as working in multidisciplinary teams.
- 1.7.17. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:
  - 1.7.17.1. Skills needed to address the ethnic and cultural needs, resources and assets of the community;
  - 1.7.17.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.17.3. Effective home visiting and reporting practices.
- 1.7.18. The Contractor shall ensure a minimum of one (1) home visitor and the home visitor supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids

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EXHIBIT B

requirements no later than six (6) months from the resulting contract effective date.

1.7.19. The Contractor shall provide training to its home visiting team and new staff that includes, but is not limited to:

- 1.7.19.1. Trauma-informed services and curriculum;
- 1.7.19.2. Strength-based services;
- 1.7.19.3. Parents as Teachers (PAT) training;
- 1.7.19.4. Bright Future Guidelines for Health Supervision of Infants, Children and Adolescents;
- 1.7.19.5. FRC-Q Standards of Quality;
- 1.7.19.6. Edinburgh, ASQ-3 and ASQ-SE3 Screening;
- 1.7.19.7. Promoting Mental Health;
- 1.7.19.8. Recognizing Prenatal Depression;
- 1.7.19.9. Developmental screening process;
- 1.7.19.10. Anxiety Disorder in Children and Adolescents;
- 1.7.19.11. Supporting the Parent-Child Relationship;
- 1.7.19.12. Challenging Behaviors with Traumatized Children;
- 1.7.19.13. Home Visitor Safety;
- 1.7.19.14. NH Infant and Toddler Injury Prevention;
- 1.7.19.15. Harmful effects of smoking, and second and third hand smoke;
- 1.7.19.16. Striving for a Smoke-Free Environment;
- 1.7.19.17. Keeping Babies Healthy and Safe; and
- 1.7.19.18. Suicide Assessment and Intervention.

1.7.20. The Contractor shall ensure home visiting staff receive nine (9) hours of training in the areas of:

- 1.7.20.1. Recognizing Substance Misuse;
- 1.7.20.2. Optimizing Care for Mothers and Babies Affected by Prenatal Substance Exposure; and
- 1.7.20.3. Caring for Substance-Exposed Infants.

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**EXHIBIT B**

- 1.7.21. The Contractor shall provide recovery coach training to all home visiting staff.
- 1.7.22. The Contractor shall ensure staff receive training on families with children who have Autism.

**1.8. Relevant Laws, Policies and Guidelines**

- 1.8.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
- 1.8.2. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.
- 1.8.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.8.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.8.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

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EXHIBIT B

1.8.7.2. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.

1.8.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the contract.

1.8.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.

1.8.10. The Contractor shall provide all forms developed for authorization for release of information to the Department for approval prior to use.

1.8.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.

1.8.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the contract.

**2. Exhibits Incorporated**

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

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

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

**3. Reporting Requirements and Data Entry**

3.1. The Contractor shall submit quarterly reports summarizing program activities for the previous quarter no later than the 15<sup>th</sup> day of the month following the reporting period, ensuring the first report is submitted no later than October 15, 2020, and includes:

3.1.1. The progress in achieving the stated outcomes; and

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**EXHIBIT B**

- 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department by July 31st of each contract year, with the first report due on July 31, 2020, which includes, but is not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program;
  - 3.2.2. Recommendations for service development and outcomes;
  - 3.2.3. Systemic barriers; and
  - 3.2.4. Family satisfaction survey results.
- 3.3. The selected Vendor(s) must enter data into the Welligent System within thirty (30) days of receiving it, which includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name;
  - 3.3.2. Gender; male or female;
  - 3.3.3. Date of Birth;
  - 3.3.4. Race;
  - 3.3.5. Ethnicity;
  - 3.3.6. Date of Screening;
  - 3.3.7. Which month ASQ was used;
  - 3.3.8. Recheck;
  - 3.3.9. Referred;
  - 3.3.10. Receiving services;
  - 3.3.11. Screening score;
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP); and
  - 3.3.13. Date screen was sent to PCP.

**4. Performance Measures**

- 4.1. The Department will monitor Contractor performance by reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- 4.2. The Department will focus on performance improvement topics that include, but are not limited to:
  - 4.2.1. Increasing outreach to high-risk populations;

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Community Action Partnership of  
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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 4.2.2. Increasing the share of referred families who enroll in services;
  - 4.2.3. Increasing service completion rates; and
  - 4.2.4. Evaluating long-term program outcomes.
  - 4.3. The Department will work with the Contractor to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
  - 4.4. The Department reserves the right to request and collect other key data and metrics from the Contractor, including client-level demographic, performance, and service data.
  - 4.5. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve performance results, and adjust program delivery and policy based on successful outcomes.
- 5. Additional Terms**
- 5.1. Impacts Resulting from Court Orders or Legislative Changes.
    - 5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
  - 5.2. Culturally and Linguistically Appropriate Services (CLAS)
    - 5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
  - 5.3. Credits and Copyright Ownership
    - 5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 5.3.3.1. Brochures;
  - 5.3.3.2. Resource directories;
  - 5.3.3.3. Protocols or guidelines;
  - 5.3.3.4. Posters; and
  - 5.3.3.5. Reports.
- 5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

- 6.1. The Contractor shall keep records that include, but are not limited to:
  - 6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 6.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 6.1.4. Medical records on each patient/recipient of services.
- 6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

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records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37%, by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74%, by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23%, by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80%, by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds.
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient, in accordance with 2 CFR 200.330.
  - 2.2. The Contractor's negotiated Indirect Cost Rate of 16.90 applies in accordance with CFR §200.441.
  - 2.3. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-4, Budget.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.

COMMUNITY ACTION PARTNERSHIP of  
STRAFFORD COUNTY

Exhibit C

Contractor Initials

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New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to BFA@dhhs.nh.gov, or invoices may be mailed to:

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301

6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.

COMMUNITY ACTION PARTNERSHIP of  
STRAFFORD COUNTY

Exhibit C

Contractor Initials

Date

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Date 6/9/20

**New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES**



**EXHIBIT C**

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12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

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

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

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

12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

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Exhibit C-1  
BUDGET

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: CAP (or Strafford County)

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-0EHS-02-COMPR (Rochester DO Catchment)

Budget Period: SFY 2021 (7/1/2020 TO 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 173,951.44	\$ -	\$ 173,951.44	\$ -	\$ -	\$ -	\$ 173,951.44	\$ -	\$ 173,951.44
2. Employee Benefits	\$ 48,706.40	\$ -	\$ 48,706.40	\$ -	\$ -	\$ -	\$ 48,706.40	\$ -	\$ 48,706.40
3. Consultants	\$ 4,895.25	\$ -	\$ 4,895.25	\$ 1,895.25	\$ -	\$ 1,895.25	\$ 3,200.00	\$ -	\$ 3,200.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,200.00	\$ -	\$ 2,200.00	\$ -	\$ -	\$ -	\$ 2,200.00	\$ -	\$ 2,200.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 3,560.05	\$ -	\$ 3,560.05	\$ -	\$ -	\$ -	\$ 3,560.05	\$ -	\$ 3,560.05
6. Travel	\$ 8,855.00	\$ -	\$ 8,855.00	\$ -	\$ -	\$ -	\$ 8,855.00	\$ -	\$ 8,855.00
7. Occupancy	\$ 14,032.00	\$ -	\$ 14,032.00	\$ 6,332.00	\$ -	\$ 6,332.00	\$ 7,700.00	\$ -	\$ 7,700.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,315.00	\$ -	\$ 3,315.00	\$ -	\$ -	\$ -	\$ 3,315.00	\$ -	\$ 3,315.00
Postage	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Subscriptions	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Insurance	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 3,100.00	\$ -	\$ 3,100.00	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00
11. Staff Education and Training	\$ 2,790.00	\$ -	\$ 2,790.00	\$ -	\$ -	\$ -	\$ 2,790.00	\$ -	\$ 2,790.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect cost: See approved indirect cost rate agreement	\$ -	\$ 49,495.10	\$ 49,495.10	\$ -	\$ -	\$ -	\$ -	\$ 49,495.10	\$ 49,495.10
TOTAL	\$ 263,955.14	\$ 49,495.10	\$ 313,450.25	\$ 8,027.25	\$ -	\$ 8,027.25	\$ 257,927.89	\$ 49,495.10	\$ 307,423.00

Indirect As A Percent of Direct

15.6%

Contractor Initials: *cap*  
Date: *6/9/20*

Exhibit C-2  
BUDGET

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: CAP for Stafford County

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DHHS-02-COMPR (Rochester DO Catchment)

Budget Period: SFY 2022 (7/1/2021 TO 6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 175,645.14	\$ -	\$ 175,645.14	\$ -	\$ -	\$ -	\$ 175,645.14	\$ -	\$ 175,645.14
2. Employee Benefits	\$ 49,180.64	\$ -	\$ 49,180.64	\$ -	\$ -	\$ -	\$ 49,180.64	\$ -	\$ 49,180.64
3. Consultants	\$ 4,195.25	\$ -	\$ 4,195.25	\$ 1,695.25	\$ -	\$ 1,695.25	\$ 2,500.00	\$ -	\$ 2,500.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 3,022.12	\$ -	\$ 3,022.12	\$ -	\$ -	\$ -	\$ 3,022.12	\$ -	\$ 3,022.12
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,560.00	\$ -	\$ 2,560.00	\$ -	\$ -	\$ -	\$ 2,560.00	\$ -	\$ 2,560.00
6. Travel	\$ 8,855.00	\$ -	\$ 8,855.00	\$ -	\$ -	\$ -	\$ 8,855.00	\$ -	\$ 8,855.00
7. Occupancy	\$ 14,032.00	\$ -	\$ 14,032.00	\$ 8,332.00	\$ -	\$ 8,332.00	\$ 7,700.00	\$ -	\$ 7,700.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,315.00	\$ -	\$ 3,315.00	\$ -	\$ -	\$ -	\$ 3,315.00	\$ -	\$ 3,315.00
Postage	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Subscriptions	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Insurance	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 3,100.00	\$ -	\$ 3,100.00	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect cost: See approved indirect cost rate agreement	\$ -	\$ 49,495.10	\$ 49,495.10	\$ -	\$ -	\$ -	\$ -	\$ 49,495.10	\$ 49,495.10
TOTAL	\$ 265,855.15	\$ 49,495.10	\$ 315,450.25	\$ 8,027.25	\$ -	\$ 8,027.25	\$ 257,927.90	\$ 49,495.10	\$ 307,423.00

Indirect As A Percent of Direct

15.6%

Contractor Initials: *CAF*  
Date: *10/9/20*

Exhibit C-3  
BUDGET

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name CAP Strafford County

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR (Rochester DO Catchment)

Budget Period: SFY 2023 (7/1/2023 TO 6/30/23)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 177,337.01	\$ -	\$ 177,337.01	\$ -	\$ -	\$ -	\$ 177,337.01	\$ -	\$ 177,337.01
2. Employee Benefits	\$ 49,654.36	\$ -	\$ 49,654.36	\$ -	\$ -	\$ -	\$ 49,654.36	\$ -	\$ 49,654.36
3. Consultants	\$ 3,695.25	\$ -	\$ 3,695.25	\$ 1,695.25	\$ -	\$ 1,695.25	\$ 2,000.00	\$ -	\$ 2,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,856.52	\$ -	\$ 1,856.52	\$ -	\$ -	\$ -	\$ 1,856.52	\$ -	\$ 1,856.52
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,560.00	\$ -	\$ 2,560.00	\$ -	\$ -	\$ -	\$ 2,560.00	\$ -	\$ 2,560.00
6. Travel	\$ 8,855.00	\$ -	\$ 8,855.00	\$ -	\$ -	\$ -	\$ 8,855.00	\$ -	\$ 8,855.00
7. Occupancy	\$ 14,032.00	\$ -	\$ 14,032.00	\$ 6,332.00	\$ -	\$ 6,332.00	\$ 7,700.00	\$ -	\$ 7,700.00
8. Current Expenses:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,315.00	\$ -	\$ 3,315.00	\$ -	\$ -	\$ -	\$ 3,315.00	\$ -	\$ 3,315.00
Postage	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Subscriptions	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Insurance	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 3,100.00	\$ -	\$ 3,100.00	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect cost: See approved Indirect cost rate agreement	\$ -	\$ 49,495.10	\$ 49,495.10	\$ -	\$ -	\$ -	\$ -	\$ 49,495.10	\$ 49,495.10
<b>TOTAL</b>	\$ 265,955.14	\$ 49,495.10	\$ 315,450.25	\$ 8,027.25	\$ -	\$ 8,027.25	\$ 257,927.89	\$ 49,495.10	\$ 307,423.00

Indirect As A Percent of Direct

15.6%

Contractor Initials: *Eus*  
Date: *6/19/23*

Exhibit C-4  
BUDGET

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: CAP for Strafford County

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-OEHS-02-COMPR (Rochester DO Catchment)

Budget Period: SFY 2024 (7/1/2023 TO 6/30/24)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 179,028.30	\$ -	\$ 179,028.30	\$ -	\$ -	\$ -	\$ 179,028.30	\$ -	\$ 179,028.30
2. Employee Benefits	\$ 50,127.36	\$ -	\$ 50,127.36	\$ -	\$ -	\$ -	\$ 50,127.36	\$ -	\$ 50,127.36
3. Consultants	\$ 3,848.25	\$ -	\$ 3,848.25	\$ 1,695.25	\$ -	\$ 1,695.25	\$ 2,151.00	\$ -	\$ 2,151.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ 400.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,703.23	\$ -	\$ 1,703.23	\$ -	\$ -	\$ -	\$ 1,703.23	\$ -	\$ 1,703.23
8. Travel	\$ 8,855.00	\$ -	\$ 8,855.00	\$ -	\$ -	\$ -	\$ 8,855.00	\$ -	\$ 8,855.00
7. Occupancy	\$ 14,032.00	\$ -	\$ 14,032.00	\$ 8,332.00	\$ -	\$ 8,332.00	\$ 7,700.00	\$ -	\$ 7,700.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,315.00	\$ -	\$ 3,315.00	\$ -	\$ -	\$ -	\$ 3,315.00	\$ -	\$ 3,315.00
Postage	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Subscriptions	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Insurance	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 3,100.00	\$ -	\$ 3,100.00	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific to this mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect cost: See approved indirect cost rate agreement	\$ -	\$ 49,495.10	\$ 49,495.10	\$ -	\$ -	\$ -	\$ -	\$ 49,495.10	\$ 49,495.10
TOTAL	\$ 265,955.14	\$ 49,495.10	\$ 315,450.25	\$ 8,027.25	\$ -	\$ 8,027.25	\$ 257,927.89	\$ 49,495.10	\$ 307,423.00

Indirect As A Percent of Direct

16.8%

Contractor Initials: *EAP*  
Date: *6/9/20*



New Hampshire Department of Health and Human Services  
Exhibit D

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

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

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

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

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

Vendor Initials EAP  
Date 6/9/20



New Hampshire Department of Health and Human Services  
Exhibit D

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

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

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

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

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

Vendor Name:

6/9/20  
Date

EAC Parker  
Name: Betsy Andrews Parker  
Title: CEO

Vendor Initials EAP  
Date 6/9/20



New Hampshire Department of Health and Human Services  
Exhibit E

CERTIFICATION REGARDING LOBBYING

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Vendor Name:

6/9/20  
Date

E.A. C. Parker  
Name: Betsy Andrews Parker  
Title: CEO

Vendor Initials EAP  
Date 6/9/20



New Hampshire Department of Health and Human Services  
Exhibit F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

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

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and



New Hampshire Department of Health and Human Services  
Exhibit F

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

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

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name:

6/9/20  
Date

EAC Parker  
Name: Betsy Andrews Parker  
Title: CEO

Vendor Initials EAP  
Date 6/9/20

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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

Exhibit G

Vendor Initials

*EAR*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



New Hampshire Department of Health and Human Services  
Exhibit G

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

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

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

Vendor Name:

6/9/20  
Date

*EA Parker*  
Name: *Betsy Andrews Parker*  
Title: *CEO*

Exhibit G

Vendor Initials *EAP*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date *6/9/20*

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Vendor Name:

6/9/20  
Date

GA CPA  
Name: Betsy Andrews Parker  
Title: CEO

Vendor Initials EAP  
Date 6/9/20

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

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

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Exhibit I  
Health Insurance Portability Act  
Business Associate Agreement  
Page 1 of 6

Contractor Initials

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Date

*6/9/20*



New Hampshire Department of Health and Human Services

Exhibit I

- I. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

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

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

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*6/9/20*



New Hampshire Department of Health and Human Services

Exhibit I

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

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

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

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

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

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3-(l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI



## New Hampshire Department of Health and Human Services

## Exhibit I

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

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials

EUP

Date

6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



New Hampshire Department of Health and Human Services

Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) l, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

Department of Health and Human Services  
The State  
Christine Santaniello  
 Signature of Authorized Representative  
Christine Santaniello  
 Name of Authorized Representative  
Director, DEHS  
 Title of Authorized Representative  
June 25, 2020  
 Date

Community Action Partnership of Stratford  
Name of the Contractor  
EA LaPlante  
 Signature of Authorized Representative  
Betsy Andrews Parker  
 Name of Authorized Representative  
CEO  
 Title of Authorized Representative  
6/9/20  
 Date



New Hampshire Department of Health and Human Services  
Exhibit J

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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of Individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

6/9/20  
Date

GA Ltd Park  
Name: Betsey Andrews Parker  
Title: CEO

Contractor Initials EAR  
Date 6/9/20



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

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

- 1. The DUNS number for your entity is: 099356586
- 2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

X NO                      \_\_\_\_\_ YES

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

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

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

\_\_\_\_\_ NO                      \_\_\_\_\_ YES

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

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

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

Name: _____	Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

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

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

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

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement; loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved; by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

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

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

B. Disposition

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

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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

**Exhibit K**

**DHHS Information Security Requirements**



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.
12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
  13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
  14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
  15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
  16. The Contractor must ensure that all End Users:
    - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
    - b. safeguard this information at all times.
    - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
    - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

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

**V. LOSS REPORTING**

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

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

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

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

*Gap*

*6/9/20*

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

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Family Resource Center at Gorham. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,360,360
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 86% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 4% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 23% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 71% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 14% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as

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Contractor Initials: DS  
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specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

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

State of New Hampshire  
Department of Health and Human Services

5/28/2024

Date

DocuSigned by:

Iain Watt

07789863F0704C7

Name: Iain Watt

Title: Interim Director - DPHS

The Family Resource Center at Gorham

DocuSigned by:

Patricia Stolte

87662061EAD74FE

Name: Patricia Stolte

Title: Executive Director

5/23/2024

Date

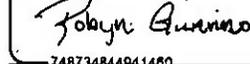
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/29/2024

Date

DocuSigned by:



Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at The Family Resource Center of Gorham located at 123 Main Street, Gorham, NH; and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Littleton District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 9:00 AM to 4:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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Date 5/23/2024

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Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

1.2.6.7. Accessing parental education on topics that include, but are not limited to:

- 1.2.6.7.1. Child development.
- 1.2.6.7.2. Child behavior.
- 1.2.6.7.3. Child health.
- 1.2.6.7.4. Coping and problem-solving skills.
- 1.2.6.7.5. Safety.
- 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:

- 1.3.1.1.1. Families at or below 250% of the federal poverty level;
- 1.3.1.1.2. Single-parent families;
- 1.3.1.1.3. First time parents;
- 1.3.1.1.4. Families with other children under three (3) years of age;
- 1.3.1.1.5. Parents under twenty-five (25) years of age; and
- 1.3.1.1.6. Parents with limited educational attainment.

1.3.1.2. Make initial contact with families at-during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:

- 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
- 1.3.1.2.2. Schedule a date and time for the initial home visit to occur, and obtain initial intake prescreening information to follow up with the family.

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**EXHIBIT B – AMENDMENT 2**

1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

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- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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**EXHIBIT B – AMENDMENT 2**

- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
  - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
  - 1.3.5.7. Assessment of referrals and connections to community resources.
  - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
  - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:

- 1.4.5.1. Childcare Aware of New Hampshire.
- 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
- 1.4.5.3. Special Medicaid Services, including FCESS.
- 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
- 1.4.5.5. NH Employment Security.
- 1.4.5.6. Local school districts.
- 1.4.5.7. Family violence prevention agencies.
- 1.4.5.8. Mental health services.
- 1.4.5.9. Nutrition education and healthy foods.
- 1.4.5.10. Instructional money management.
- 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
- 1.4.5.12. Independent living skills programs.
- 1.4.5.13. Adult education.
- 1.4.5.14. Literacy education.
- 1.4.5.15. Employment services.
- 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:

- 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
- 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
- 1.5.1.3. Targeted mailings.
- 1.5.1.4. Representing the FRC at community agencies and events.

1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kinicare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
  - 1.9.5.15.2. Childcare.
  - 1.9.5.15.3. Healthcare access.
  - 1.9.5.15.4. Community supports.
  - 1.9.5.15.5. Home visiting programs and type.
  - 1.9.5.15.6. Discharge date and reason.
  - 1.9.5.15.7. Post survey completion.
- 1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.
- 1.10. Performance Measures**
- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
  - 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
  - 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).
  - 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
  - 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
  - 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
  - 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
    - 1.10.7.1. Increasing outreach to high-risk populations.
    - 1.10.7.2. Increasing the share of referred families who enroll in services.
    - 1.10.7.3. Increasing service completion dates.
    - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
  - 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
  - 1.10.7.4.3. Improving the quality and safety of the home environment.
  - 1.10.7.4.4. Increasing positive parenting behaviors.
  - 1.10.7.4.5. Reducing parental anxiety and depression.
  - 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
- 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

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viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

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- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure (“Internal IT Systems”) of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department’s Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department’s DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

Contractor Initials PS

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

**1.15.3. Disagreement over Transition Services Results**

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

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

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.

**4.2.** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

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of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

## Exhibit C-5, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	The Family Resource Center at Gorham (Littleton District)	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2024 - 06/30/2025 (SFY 2025)	
<b>Indirect Cost Rate (if applicable)</b>	9.81%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$265,866	\$276
2. Fringe Benefits	\$61,462	\$0
3. Consultants	\$4,000	\$500
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$3,000	\$0
5.(a) Supplies - Educational	\$1,306	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$4,000	\$0
6. Travel	\$17,500	\$0
7. Software	\$4,500	\$1,100
8. (a) Other - Marketing/ Communications	\$3,024	\$0
8. (b) Other - Education and Training	\$4,000	\$500
8. (c) Other - Other (specify below)	\$0	\$0
Other (Occupancy)	\$19,000	\$0
Other (Audit)	\$2,000	\$0
Other (Phone)	\$3,500	\$0
Other (liability insurance)	\$1,000	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$395,096</b>	<b>\$2,376</b>
<b>Total Indirect Costs</b>	<b>\$38,746</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$433,842</b>	<b>\$2,376</b>

Contractor:



Date: 5/23/2024

## Exhibit C-6, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> The Family Resource Center at Gorham (Littleton District)		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026 (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 9.93%		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$274,732	\$276
2. Fringe Benefits	\$64,540	\$0
3. Consultants	\$4,000	\$500
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$3,000	\$0
5.(a) Supplies - Educational	\$2,500	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$4,000	\$500
6. Travel	\$17,500	\$0
7. Software	\$4,000	\$1,100
8. (a) Other - Marketing/ Communications	\$3,024	\$0
8. (b) Other - Education and Training	\$2,700	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other (Occupancy)	\$19,000	\$0
Other (Audit)	\$2,000	\$0
Other (Phone)	\$3,500	\$0
Other (liability insurance)	\$1,000	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$406,492</b>	<b>\$2,376</b>
<b>Total Indirect Costs</b>	<b>\$40,349</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$446,842</b>	<b>\$2,376</b>

Contractor: 

Date: 5/23/2024

# 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 THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. 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: 270161

Certificate Number: 0006608526



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of March A.D. 2024.

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

David M. Scanlan  
Secretary of State

### CERTIFICATE OF AUTHORITY

I, Christian Corriveau, hereby certify that:

1. I am a duly elected Officer of The Family Resource Center at Gorham
2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on March 20, 2024 at which a quorum of the Board of Directors were present and voting.

**VOTED:** That Patricia Stolte is duly authorized on behalf of The Family Resource Center at Gorham to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 5/6/24

  
Signature  
Name: Christian Corriveau  
Title: President



# the family resource center

123 Main Street Gorham, NH 03581 (603) 466-5190 [www.frc123.org](http://www.frc123.org)

## Mission

To build healthier Families and stronger communities through positive relationships, programs and collaborations in the North Country.

*Financial Statements*

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**FAMILY RESOURCE CENTER AT GORHAM**

**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022  
AND  
INDEPENDENT AUDITORS' REPORT AND REPORTS ON  
COMPLIANCE AND INTERNAL CONTROL**

**FAMILY RESOURCE CENTER AT GORHAM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Family Resource Center at Gorham

### **Opinion**

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Family Resource Center at Gorham 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 opinions.

### **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 Family Resource Center at Gorham's 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 and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the 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 Family Resource Center at Gorham's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Family Resource Center at Gorham's ability to continue as a going concern for a reasonable period of time.

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

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 13, 2023, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Family Resource Center at Gorham's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

*Leone, McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
October 13, 2023

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENTS OF FINANCIAL POSITION  
AS OF JUNE 30, 2023 AND 2022**

	<b><u>ASSETS</u></b>	
	<b><u>2023</u></b>	<b><u>2022</u></b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,100,311	\$ 1,001,201
Certificates of deposit	502,855	83,677
Grants receivable	459,651	607,171
Prepaid expenses	31,869	15,603
Total current assets	<u>2,094,686</u>	<u>1,707,652</u>
<b>PROPERTY</b>		
Leasehold improvements	100,805	88,452
Furniture and equipment	51,575	51,575
Buildings	70,015	70,015
Total	222,395	210,042
Less: accumulated depreciation	<u>(122,681)</u>	<u>(113,185)</u>
Property, net	<u>99,714</u>	<u>96,857</u>
<b>OTHER ASSETS</b>		
Investments	235,147	225,995
Agency deposits - cash	11,946	30,574
Operating lease right-of-use asset	44,094	48,973
Total other assets	<u>291,187</u>	<u>305,542</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 2,485,587</u></b>	<b><u>\$ 2,110,051</u></b>
	<b><u>LIABILITIES AND NET ASSETS</u></b>	
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 33,884	\$ 20,146
Accrued expenses	144,806	102,296
Due to State of New Hampshire	-	32,257
Agency deposits	11,946	30,574
Refundable advances	154,677	33,332
Current portion of right-of-use operating lease liability	13,027	11,572
Total current liabilities	<u>358,340</u>	<u>230,177</u>
<b>OTHER LIABILITIES</b>		
Right-of-use operating lease liability, less current portion shown above	<u>31,067</u>	<u>37,401</u>
Total liabilities	<u>389,407</u>	<u>267,578</u>
<b>NET ASSETS</b>		
Without donor restrictions		
Designated for long-term building maintenance	46,325	55,083
Undesignated	<u>1,780,245</u>	<u>1,529,925</u>
Total net assets without donor restrictions	1,826,570	1,585,008
With donor restrictions	<u>269,610</u>	<u>257,465</u>
Total net assets	<u>2,096,180</u>	<u>1,842,473</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 2,485,587</u></b>	<b><u>\$ 2,110,051</u></b>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2023**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>Total</u></b>
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 1,720,241	\$ -	\$ 1,720,241
Medicaid	1,708,785	-	1,708,785
In-kind contributions	126,817	-	126,817
Contributions	50,979	-	50,979
Agency rents	45,841	-	45,841
Investment return	-	12,145	12,145
Interest income	3,664	-	3,664
Other income	14,017	-	14,017
Net assets released from restrictions	-	-	-
	<u>3,670,344</u>	<u>12,145</u>	<u>3,682,489</u>
<b>EXPENSES</b>			
Program services	2,973,339	-	2,973,339
Management and general	455,443	-	455,443
	<u>3,428,782</u>	<u>-</u>	<u>3,428,782</u>
<b>CHANGE IN NET ASSETS</b>	241,562	12,145	253,707
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,585,008</u>	<u>257,465</u>	<u>1,842,473</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,826,570</u>	<u>\$ 269,610</u>	<u>\$ 2,096,180</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 2,503,575	\$ -	\$ 2,503,575
Medicaid	1,530,768	-	1,530,768
In-kind contributions	111,319	-	111,319
Contributions	35,794	15,000	50,794
Agency rents	43,698	-	43,698
Investment return	-	(22,628)	(22,628)
Interest income	798	-	798
Other income	804	-	804
Net assets released from restrictions	<u>13,520</u>	<u>(13,520)</u>	<u>-</u>
Total revenue and support	<u>4,240,276</u>	<u>(21,148)</u>	<u>4,219,128</u>
<b>EXPENSES</b>			
Program services	3,338,172	-	3,338,172
Management and general	<u>471,484</u>	<u>-</u>	<u>471,484</u>
Total expenses	<u>3,809,656</u>	<u>-</u>	<u>3,809,656</u>
<b>CHANGE IN NET ASSETS</b>	430,620	(21,148)	409,472
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,154,388</u>	<u>278,613</u>	<u>1,433,001</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,585,008</u>	<u>\$ 257,465</u>	<u>\$ 1,842,473</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Personnel Costs			
Salaries and wages	\$ 1,822,061	\$ 257,988	\$ 2,080,049
Employee benefits	234,890	28,346	263,236
Payroll taxes	144,149	19,470	163,619
Travel	223,745	1,965	225,710
Food and supplies	205,388	2,870	208,258
Program activities	117,879	-	117,879
Contractors and consultants	65,312	19,652	84,964
Training	52,255	806	53,061
Legal and professional fees	4,868	36,126	40,994
Rent	33,633	-	33,633
Heat and utilities	-	30,004	30,004
Telephone and internet	26,961	1,685	28,646
Liability insurance	16,631	3,981	20,612
Repairs and maintenance	-	19,601	19,601
Technology	2,231	14,113	16,344
Small equipment	11,586	1,011	12,597
Advertising	10,244	1,585	11,829
Depreciation	-	9,496	9,496
Property insurance	-	2,626	2,626
Payroll processing service	-	2,223	2,223
Printing	873	654	1,527
Postage and shipping	633	450	1,083
Conferences and meetings	-	661	661
Bank charges	-	130	130
	<hr/>	<hr/>	<hr/>
Total	\$ 2,973,339	\$ 455,443	\$ 3,428,782

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Personnel Costs			
Salaries and wages	\$ 1,989,734	\$ 248,433	\$ 2,238,167
Employee benefits	261,219	27,951	289,170
Payroll taxes	164,123	20,603	184,726
Food and supplies	223,819	2,778	226,597
Program activities	224,287	245	224,532
Travel	189,434	1,203	190,637
Contractors and consultants	92,880	11,935	104,815
Training	76,476	1,389	77,865
Technology	3,551	71,491	75,042
Telephone and internet	31,702	2,378	34,080
Legal and professional fees	6,658	20,914	27,572
Rent	27,315	-	27,315
Heat and utilities	-	26,870	26,870
Liability insurance	19,497	3,397	22,894
Advertising	18,593	219	18,812
Repairs and maintenance	-	12,839	12,839
Small equipment	6,800	984	7,784
Depreciation	-	6,450	6,450
Payroll processing service	-	5,656	5,656
Printing	1,491	1,985	3,476
Property insurance	-	1,987	1,987
Conferences and meetings	160	796	956
Other	25	829	854
Postage and shipping	408	2	410
Bank charges	-	150	150
	<u>\$ 3,338,172</u>	<u>\$ 471,484</u>	<u>\$ 3,809,656</u>
Total			

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 253,707	\$ 409,472
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized (gain) loss on investments	(6,796)	33,135
Realized gains on investments	(424)	(6,213)
Depreciation	9,496	6,450
Acquisition of right-of-use asset	(7,150)	(58,578)
Amortization of right-of-use asset	12,029	9,605
Increase in operating lease liability	-	48,973
Reduction of operating lease liability	(4,879)	-
(Increase) decrease in assets:		
Grants receivable	147,520	(83,421)
Prepaid expenses	(16,266)	63,427
Increase (decrease) in liabilities:		
Accounts payable	13,738	5,027
Accrued expenses	42,510	7,397
Due to State of New Hampshire	(32,257)	32,257
Agency deposits	(18,628)	30,234
Refundable advances	121,345	(268,723)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>513,945</u>	<u>229,042</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from the sale of investments	40,702	36,151
Purchase of investments and certificates of deposits	(461,812)	(40,792)
Additions to property and equipment	(12,353)	(13,520)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(433,463)</u>	<u>(18,161)</u>
<b>NET INCREASE IN CASH AND EQUIVALENTS AND RESTRICTED CASH</b>	80,482	210,881
<b>CASH AND EQUIVALENTS AND RESTRICTED CASH, BEGINNING OF YEAR</b>	<u>1,031,775</u>	<u>820,894</u>
<b>CASH AND EQUIVALENTS AND RESTRICTED CASH, END OF YEAR</b>	<u>\$ 1,112,257</u>	<u>\$ 1,031,775</u>
<b>CASH BALANCES</b>		
Cash and equivalents, operating	\$ 1,100,311	\$ 1,001,201
Agency deposits - cash	11,946	30,574
<b>Total cash and equivalents and restricted cash</b>	<u>\$ 1,112,257</u>	<u>\$ 1,031,775</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax-exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that works to build healthier families and stronger communities.

The programs are preventative and help to remove obstacles by providing pathways to healthy family function and early childhood development to at-risk and underserved populations in northern New Hampshire.

Evidence-based home visiting delivers parent education and support that empowers parents to build healthy family dynamics. They address issues such as substance misuse, lack of education, safe housing and employment. The Resource Center provides community based social and emotional support through workshops, support groups, and counseling to promote family success.

**Basis of Accounting**

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

**Basis of Presentation**

The financial statements of the Resource Center have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Resource Center 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 Resource Center. These net assets may be used at the discretion of the Resource Center'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 Resource Center or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

**Use of Estimates**

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

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**Cash and Cash Equivalents**

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

**Certificates of Deposits**

The certificates of deposits are carried at fair value. Interest is accrued and recognized in income when earned.

**Grants Receivable**

Grants receivable from various public and other nonprofit organizations at June 30, 2023 and 2022 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

**Investments**

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities*. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

**Property and Equipment**

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years
Buildings	39 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

**Refundable Advances**

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

**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.

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

The Resource Center records the following exchange transaction revenue in its statements of activities for the years ended June 30, 2023 and 2022:

**Program Service Fees** – Revenue from providing family support services under the State of New Hampshire's Medicaid program. Revenue from providing family support services is recognized at the completion of providing such services.

**Agency Rents** – Revenue from the rental of office space is recognized over time.

**Contributions**

Contributions received are recorded as increases in net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor or time restrictions. A purpose restriction permits the Resource Center to use contributed assets as specified for a particular purpose. Net assets restricted in perpetuity are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, which are provided by the individuals possessing those skills, and would typically need to be purchased if not provided by donations, are recorded at their fair values in the period received.

**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:

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

**Income Taxes**

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center 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.

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

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

**Advertising**

Advertising costs are expensed as incurred.

**Reclassifications**

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

**Fair Value of Financial Instruments**

ASC Topic No. 820-10, *Fair Value Measurement*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center 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, ASC 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.

At June 30, 2023 and 2022, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2023 and 2022.

**Equities:** Valued at the closing market price on the stock exchange where they are traded (primarily the New York Stock Exchange).

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

*Mutual Funds:* Valued at the net asset value (NAV) of shares held by the Resource Center at year-end.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

**New Accounting Pronouncement**

As of July 1, 2022, the Resource Center adopted the provisions of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-02, *Leases (Topic 842)*, as amended. The standard requires lessees to recognize assets and liabilities for leases with lease terms of more than twelve months. The recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a financing or operating lease. Results for the reporting years June 30, 2023 and 2022 are presented under FASB ASC Topic 842. The ASU has been applied retrospectively to all periods presented. As a result, a right-of-use asset of \$44,094 and \$48,973 was recognized at June 30, 2023 and 2022, respectively. A right-of-use operating lease liability of 44,094 and \$48,973 was also recognized at June 30, 2023 and 2022, respectively.

**2. LIQUIDITY AND AVAILABILITY**

The following represents the Resource Center's financial assets as of June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 1,100,311	\$ 1,001,201
Certificates of deposit	502,855	83,677
Grants receivable	459,651	607,171
Investments	235,147	225,995
Agency deposits - cash	<u>11,946</u>	<u>30,574</u>
Total financial assets	<u>2,309,910</u>	<u>1,948,618</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	269,610	257,465
Amount board designated for long-term maintenance	46,325	55,083
Agency deposits - cash	<u>11,946</u>	<u>30,574</u>
Amounts not available within one year	<u>327,881</u>	<u>343,122</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 1,982,029</u>	<u>\$ 1,605,496</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

The Resource Center's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$860,000) As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts and certificates of deposits.

**3. INVESTMENTS**

Investments presented in the financial statements are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to net assets without donor restrictions, except for those investments for which their use is restricted. Information on investments at June 30, 2023 and 2022 is presented as follows:

	<u>2023</u>		<u>2022</u>	
	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
Equities	\$ 106,039	\$ 120,345	\$ 125,284	\$ 118,904
Mutual Funds	<u>121,115</u>	<u>114,802</u>	<u>99,515</u>	<u>107,091</u>
Totals	<u>\$ 227,154</u>	<u>\$ 235,147</u>	<u>\$ 224,799</u>	<u>\$ 225,995</u>

**Components of Investment Return:**

	<u>2023</u>	<u>2022</u>
Interest and dividends	\$ 8,558	\$ 8,817
Unrealized gain (loss)	6,796	(33,135)
Realized gain	424	6,213
Investment fees	<u>(3,633)</u>	<u>(4,523)</u>
Total investment return	<u>\$ 12,145</u>	<u>\$ (22,628)</u>

**4. AGENCY DEPOSITS**

During the year ended June 30, 2023, the Resource Center began serving as a fiscal agent for Small Acts North, a Northern New Hampshire not-for-profit volunteer group that supports the community by providing small acts of kindness. The amount held on behalf of Small Acts North as of June 30, 2023 and 2022 was \$11,946 and \$30,574, respectively.

**5. DEMAND NOTE PAYABLE**

In April 2013, the Resource Center entered into a revolving line of credit agreement with a bank. The revolving line of credit agreement provided for maximum borrowings up to \$75,000 and was collateralized by a certificate of deposit held at the same bank. At June 30, 2022, the interest rate on the revolving line of credit was stated at the bank's prime rate of 4.75%. There was no balance outstanding as of June 30, 2022. This line of credit agreement was closed in May of 2023.

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****6. CONCENTRATION OF CREDIT RISK - CASH**

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2023 and 2022. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. Cash balances in excess of FDIC insured limits amounted to \$1,136,663 and \$874,727 at June 30, 2023 and June 30, 2022, respectively.

**7. CONCENTRATION OF RISK**

For the years ended June 30, 2023 and 2022, approximately 46% and 36% of the total revenue was derived from Medicaid, respectively.

In order for the Resource Center to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, and Bureau of Developmental Services as the provider of services for individuals with mental health illnesses and developmentally disabled individuals, for that region.

Medicaid receivables comprise approximately 11% and 17% of the total accounts receivable balances at June 30, 2023 and 2022, respectively.

**8. NET ASSETS**

Net assets with donor restrictions were as follows for the years ended June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Purpose restrictions:		
Flooring/carpeting	\$ 13,480	\$ 13,480
Community events	15,000	15,000
Restrictions in perpetuity:		
Endowment	<u>241,130</u>	<u>228,985</u>
Total net assets with donor restrictions	<u>\$ 269,610</u>	<u>\$ 257,465</u>

Net assets without donor restrictions for the years ended June 30, 2023 and 2022 are as follows:

	<u>2023</u>	<u>2022</u>
Undesignated	\$ 1,780,245	\$ 1,529,925
Board designated	<u>46,325</u>	<u>55,083</u>
Total net assets without donor restrictions	<u>\$ 1,826,570</u>	<u>\$ 1,585,008</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****9. NET ASSETS WITHOUT DONOR RESTRICTIONS – BOARD DESIGNATED**

By vote of the Board of Directors, funds have been designated for long-term building maintenance. Net assets without donor restrictions designated by the board was \$46,325 and \$55,083 at June 30, 2023 and 2022, respectively.

**10. ENDOWMENT FUND**

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures. No distributions were taken during the years ended June 30, 2023 and 2022.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

Fund activity for June 30, 2023 and 2022 was as follows:

	<b>Balances as of <u>June 30, 2022</u></b>	<b>Activity for the Year Ended <u>June 30, 2023</u></b>	<b>Balances as of <u>June 30, 2023</u></b>
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	74,840	8,558	83,398
Realized gain	68,926	424	69,350
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(49,995)	(3,633)	(53,628)
Unrealized gain	995	6,796	7,791
	<u>\$ 228,985</u>	<u>\$ 12,145</u>	<u>\$ 241,130</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	<u>Balances as of June 30, 2021</u>	<u>Activity for the Year Ended June 30, 2022</u>	<u>Balances as of June 30, 2022</u>
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	66,023	8,817	74,840
Realized gain	62,713	6,213	68,926
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(45,472)	(4,523)	(49,995)
Unrealized gain (loss)	<u>34,130</u>	<u>(33,135)</u>	<u>995</u>
	<u>\$ 251,613</u>	<u>\$ (22,628)</u>	<u>\$ 228,985</u>

**11. OPERATING LEASES**

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease expired on June 30, 2020. The lease continues under the same terms on a month-to-month basis.

The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately \$10 - \$16 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

During the year ended June 2021, the Resource Center entered into a lease agreement for office space in Littleton, New Hampshire with John & Paul Tuite Partnership. The terms of the lease call for monthly payments of \$1,000 through October 31, 2026. Rent expense under this agreement aggregated \$12,000 for the years ended June 30, 2023 and 2022.

During March of 2023, the Resource Center entered into a lease agreement for two copiers in Gorham, New Hampshire. The terms of the lease agreement calls for monthly payments of \$130 through March 9, 2028. Rent expense under this agreement aggregated \$520 for the year ended June 30, 2023.

The right-of-use asset and related operating lease liability for the above leases amounted to \$44,094 and \$48,973 for the years ended June 30, 2023 and 2022, respectively. The weighted average lease term was 3.32 and 4.16 years for the years ended June 30, 2023 and 2022, respectively. The weighted average discount rate was 1.38% and 0.98% for the years ended June 30, 2023 and 2022, respectively.

Total lease expense under these agreements totaled \$12,520 and \$10,000 for the years ended June 30, 2023 and 2022, respectively.

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

Minimum future lease payments required under the operating lease agreement in effect at June 30, 2023 were as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2024	\$ 13,560
2025	13,560
2026	13,560
2027	5,560
2028	<u>1,040</u>
Total	<u>\$ 47,280</u>

**12. IN-KIND CONTRIBUTIONS**

The Resource Center received the following in-kind contributions during the years ended June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Donated clothing, toys, and household supplies	<u>\$ 126,817</u>	<u>\$ 111,319</u>

The Resource Center's policy related to in-kind contributions is to utilize the assets given to carry out the mission of the Resource Center. If an asset is provided that does not allow the Resource Center to utilize it in its normal course of business, the asset will be sold at its fair value as determined by appraisal or specialist depending on the type of asset.

Donated supplies for the years ended June 30, 2023 and 2022 were considered contributions without donor restrictions and were recorded as food and supplies expense on the accompanying statements of functional expenses.

**13. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. 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 October 13, 2023, the date the June 30, 2023 financial statements were available for issuance.

**FAMILY RESOURCE CENTER AT GORHAM****SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

<b><u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE</u></b>	<b><u>FEDERAL ALN</u></b>	<b><u>PASS THROUGH GRANTOR NUMBER</u></b>	<b><u>FEDERAL EXPENDITURES</u></b>
<b><u>U.S. DEPT. OF HEALTH AND HUMAN SERVICES</u></b>			
<b>Passed through State of New Hampshire</b>			
<b>Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families</b>			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	2001NHCWSS	\$ 8,494
Promoting Safe and Stable Families	93.556	2001FPSS	41,788
Social Services Block Grant	93.667	2001NHSOSR	144,027
Temporary Assistance for Needy Families	93.558	19NHTANF	345,033
Maternal & Child Health Services Block Grant for States	93.994	90CA1858	11,160
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	25,598
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	41,164
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	260,060
ARPA - Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-2451	74,173
			<u>400,995</u>
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	05-95-90-902010-5771	33,678
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	05-95-90-902010-5190	17,630
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	05-95-90-902010-5771	<u>136,914</u>
			<u>188,222</u>
Foster Care - Title IV - E	93.658	05-95-042-421010-29580000	<u>7,278</u>
Total U.S. Department of Health and Human Services			<u>\$ 1,146,997</u>
Total expenditures of federal awards			<u>\$ 1,146,997</u>

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE A BASIS OF PRESENTATION**

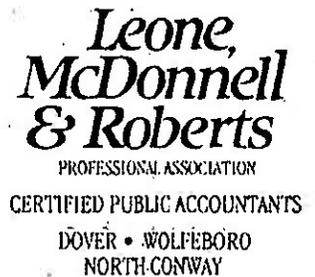
The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Family Resource Center.

**NOTE B SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE C INDIRECT COST RATE**

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.



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

To the Board of Directors of  
Family Resource Center at Gorham

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 13, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Family Resource Center at Gorham's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control.

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

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

**Report on Compliance and Other Matters**

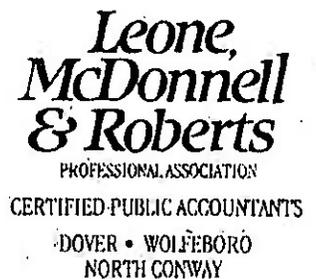
As part of obtaining reasonable assurance about whether Family Resource Center at Gorham's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have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

**Purpose of This Report**

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

*Leone, McConnell & Roberts  
Professional Association*

North Conway, New Hampshire  
October 13, 2023



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

To the Board of Directors of  
Family Resource Center at Gorham

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2023. Family Resource Center at Gorham's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Family Resource Center at Gorham complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Family Resource Center at Gorham and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Family Resource Center at Gorham's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Family Resource Center at Gorham's federal programs.

### **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Family Resource Center at Gorham's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Family Resource Center at Gorham's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Family Resource Center at Gorham's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Family Resource Center at Gorham's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Leon McDonnell; Roberts  
Professional Association*

North Conway, New Hampshire  
October 13, 2023

**FAMILY RESOURCE CENTER AT GORHAM**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2023**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Family Resource Center at Gorham were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).
7. The programs tested as major programs were: U.S. Department of Health and Human Services; Temporary Assistance for Needy Families (TANF), ALN – 93.558.
8. The threshold for distinguishing between Type A and B programs was \$750,000.
9. Family Resource Center at Gorham Family Resource Center at Gorham was determined to be a low-risk auditee.

**B. FINDINGS – FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM AUDIT**

None

# the family resource center

2024 BOARD OF DIRECTORS

Christian Corriveau, President

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Chasity Murphy

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Heidi Barker, Vice President

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Jess Hannigan

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Bridget Laflamme

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Margo Sullivan

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Bronson Paradis, Secretary

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Dawn Cross

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Chelsea Andrea

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Chrissy Grant

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

# PATRICIA STOLTE

## PROFESSIONAL SKILLS

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### ADMINISTRATIVE

Over thirty-five years' experience in positions requiring administrative responsibility and problem solving abilities including; nonprofit agencies, marketing departments and human service programs:

- Knowledge of all aspects of operational, financial and compliance for non-profit and for-profit businesses
- Responsible for managing resources, developing annual budgets, monitoring and managing budgets and overseeing contracts and compliance with DHHS.
- Supervision and leadership for multiple non-profit programs with 50+ staff members
- Program design and implementation
- Development; grant writing, annual appeals and donor program implementation
- Human Resources creating policies & procedures, job descriptions, orientation and training for several agencies
- Initiated Strategic Planning process and Board Development within agencies
- Agency delegate for several state conferences, involved in coordination of all aspects of annual events, fundraising projects and marketing campaigns
- Facility and building management for several site locations
- Volunteer management, recruitment and recognition

### FISCAL MANAGEMENT

- Managing agency budget of \$2+million with multiple program budgets
- Budget management of 3 programs with reporting to Board of Directors and agency CEO overseeing \$1.3million budget
- Budget management of advertising campaigns from \$500k to \$6 million for businesses
- Proposals for funding to state, federal and local governments for annual contracts
- Fiscal management of annual grants from NH Charitable Trust and other foundations.

### SKILLS:

- Work collaboratively with board members, staff and colleagues
- Create partnerships within the community to combine and extend resources
- Possess solid presentation, communication and organizational skills
- Knowledge of Microsoft Office, graphics programs and social media

## PROFESSIONAL EXPERIENCE:

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- The Family Resource Center,**  
Gorham NH - Executive Director August 2015 to present
- Tri-County Community Action Programs, Inc., Berlin, NH –** August 2004 to August 2015  
ServiceLink Resource Center Director - 2004 to 2006  
TCCAP Division Director - 2006 to 2015
- Mountain View Grand Resort**  
Whitefield, NH Public Relations Director January 2003 to July 2004
- Berlin Main Street Program**  
Berlin, NH Executive Director November 1997 to January 2003
- Zale Corporation/Karten's**  
Dallas/New Bedford, MA - Marketing Manager  
1991 to 1997
- Pierce-Cote Advertising Agency**  
Osterville, MA - PR & Media Manager  
1989 to 1991
- Shreve, Crump & Low,**  
Boston - Marketing Director - 1984 to 1989
- Wolfe Publishing, Pittsford NY - Advertising Sales Representative - 1984**

## EDUCATION & TRAINING

State University of New York at Fredonia, BA in Mass Communications & Business  
Monroe Community College, Rochester, New York, Associates in Business Administration  
Brighton High School, Rochester, New York

## VOLUNTEER ENGAGEMENT – PAST & PRESENT

- Involved on area non-profit boards, community groups and projects with organizations such as Coos County Health Services, Androscoggin Valley Home Care, AV Economic Recovery Committee, Head Start Board of Advisors, The Main Street Program and Androscoggin Valley Hospital Wellness Committee
- Member of NH Wellness & Prevention Council, Leadership NH North Country, Statewide Coalition of Aging Services, the Planning Committee for NH State Conference on Aging, the Coos County Coalition for Families & Children, The Endowment for Health Planning Committee and the Androscoggin Valley Community Partners

# GABRIELLE FLANDERS

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## OBJECTIVE

Highly skilled and empathetic professional with experience leading, managing and supervising professional staff in social services. Past work has included supervisory support; coaching; program planning and development and educational parenting support. Active listener with a knack for building lasting professional relationships.

## EXPERIENCE

**MARCH 2016– PRESENT**

**THE FAMILY RESOURCE CENTER**

**DIRECTOR OF FAMILY SUPPORT**

**NOVEMBER 2022- PRESENT**

**ASSOCIATE DIRECTOR OF FAMILY SUPPORT**

**JUNE 2018- NOVEMBER 2022**

**PROGRAM MANAGER**

**MARCH 2016- JUNE 2018**

- Manage and develop home visiting and family support programs in Coos and Upper Grafton county

**DECEMBER 2018 – DECEMBER 2019**

**PYRAMID MODEL COACH, I-SOCIAL NH DOE, BUREAU OF STUDENT SUPPORT**

- Provide social emotional learning practice-based coaching to designated implementation sites across northern and southern New Hampshire.
- Responsible for maintaining and submitting electronic and paper-based records in a secure manner to preserve confidentiality and document successes and progress.
- Observed workers performance and provided feedback while having tough conversations when necessary.

**MARCH 2016– PRESENT**

**SEL COACHING COORDINATOR, COOS COALITION FOR YOUNG CHILDREN & FAMILIES**

- Created and maintained an effective and efficient Coaching System around SEL to support the growing needs of the local organizations.
- Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations.
- Created and offered additional materials to enhance coaching around SEL. Reduced process gaps by supporting the effective coaching of new practitioners on best practices and protocols through supporting and creating a process.
- Delivered instruction on a broad range of topics, integrating audio-visual presentations and training materials.

- Mentored and coached new coaches by offering insight into successful procedures and implementation of program training. Created systems to facilitate in-house training and coaching; overseeing all registrations for training and professional development for all local organizations.
- Overseeing ongoing coaching in Pyramid Model, Growing Great Kids, and Mind in the Making.
- Linked with local agencies to learn their coaching needs in regards to Social Emotional Learning and supporting their engagement.

## **EDUCATION**

**MAY 2015**

**BACHELOR OF SCIENCE, NEW ENGLAND COLLEGE**

Dean's List

## **SKILLS**

- Reliable & Flexible
- Self-starter and Quick learner
- Ability to analyze data & be creative with outcomes
- Strength based & growth minded
- Experience supervising/managing & coaching a team
- Active Listener
- Effective public speaker
- Strategy & system thinker
- Proficient computer skills including MS Word, Excel, PowerPoint and Outlook
- Ability to multi-task, be versatile and deal with crisis situations while maintaining excellent time management skills and professionalism
- Knack for learning new technology & software

## **BOARDS, COMMITTEES, VOLUNTEERING, ETC.**

- North Country Maternity Network Advisory Board 2022- Present
- Raising Strong Families Steering Committee 2021- Present
- Substance Exposed Infant Pilot Project 2019-2020
- Coos Coalition for Young Children Leadership Workgroup

## **TRAINING, CERTIFICATIONS, SKILLS**

- Peer Recovery Support Worker- Certified RCA
- Dialectical Behavior Therapy (DBT)
- Circle of Security- Facilitator
- Boundary Spanning Leadership
- Policy & Procedure writing
- Motivational Interviewing
- Practice-Based Coach
- Reflective Supervision
- ASQ: Watch Me Grow- Facilitator

## **Alysia A. Martin**

### **Professional Summary:**

Responsible and dedicated Family Support Specialist with a goal oriented mind, leading to accomplishment of all tasks set forth. Passionate and motivated personality, with a drive for excellence. Core competencies include ability & willingness to learn, dedication to the advocacy of others, as well as excellent communication and time management skills. Handles all tasks with accuracy and efficiency.

### **Skills:**

Time Management and Organization

Patience

Building/Maintaining Personal and Team Relationships

Communication skills; verbal and written

Reliability

Works well under stress

Uses creative and innovative means to accomplish goals

Attention to detail

### **Experience:**

*Comprehensive Family Support Program Manager October 2022-Present*

*Family Resource Center-Family Support, Gorham, NH*

- Oversees daily management of the program, including but not limited to:
- Budgets, data, operations, systems, & quality assurance
- Monthly State Reporting required by the state
- Assist & monitor the billing processes for Medicaid Billing
- Assure all contract requirements are met, including defined service activities, target population numbers, and designated client assessments
- Coordinate training with the FRC Training Manager/FRC Quality Assurance Manager
- Hiring new staff
- Ensure quality of program implementation through the continuous monitoring of program activities & adherence to standards including, but not limited to:

- Documentation review, communicating recommended revisions, field observations, etc
- Maintains public relations by attending monthly collaborative meetings with: DCYF, community stakeholders, organization leadership, etc.
- Attends monthly Leadership Meetings with Executive Director & monthly Professional Development Meetings with the management team
- Attends & facilitates weekly staff meetings to provide ongoing support, professional development, etc. to Strength to Succeed staff
- Provides & documents weekly reflective/administrative supervision to all staff assigned
- Provides ongoing support to all staff they supervise through evaluation of job performance & field observations
- Processes timesheets & mileage, including approving PTO requests

*Comprehensive Family Support Program Supervisor February 2021-October 2022*

*Family Resource Center- Family Support, Gorham, NH*

- Provides & documents weekly reflective/administrative supervision to all staff assigned
- Provides ongoing support to all staff they supervise through evaluation of job performance & field observations
- Processes timesheets & mileage, including approving PTO requests

*Parent Education and Community Engagement Coordinator August 2020- February 2021*

*Family Resource Center- Family Support, Gorham, NH*

- Create and manage social media posts
- Work with programs to schedule groups, classes and events as required by scopes of service
- Set up and attend meetings with area partners to build/maintain
- 

*Quality Assurance Coordinator, December 2018-February 2019*

*Family Resource Center-Family Support, Gorham, NH*

- Interpret and implement agency standards
- Devise sampling procedures and directions for recording in reporting data
- Planning and monitoring data recording procedures
- Documentation of internal audits
- Prepare reports and communicate outcomes of quality activities
- Help identify training needs and implement training interventions where needed
- Assure ongoing compliance with quality and organizational regulatory requirements

*Family Support Specialist, June 2017-Present*

*Family Resource Center- Family Support, Gorham, NH*

- Parent education
- Home visiting
- Supervised visitations
- Weekly notes, Monthly reports
- Communication with child protective workers, doctors/nurses and other professionals as needed
- Provide community resources
- Provide community referrals

*Group Leader, August 2016-June 2017*

*Family Resource Center- Project Youth, Gorham, NH*

- Lesson Planning
- Teaching groups of children
- Writing monthly reports
- Interacting with school teachers
- Completing administrative tasks related to gathering attendance, meeting goals and file completion
- Purchasing supplies needed to complete lesson plans

*Cook, August 2015 – August 2016*

*Tri-County Cap Headstart, Berlin, NH*

- Grocery shopping
- Meal planning and preparation
- Keeping track of specialized dietary needs and ensuring proper paperwork is up to date with current guidelines
- Daily cleaning to ensure health standards are met
- Tracking of budget allowances

*Family Support Provider, October 2013 - October 2014*

*Androscoggin Valley Homecare Services, Berlin, NH*

- Observe and report any health, safety or social conditions that needed attention
- Routine housekeeping- making beds, changing linens, dusting, dishes, light house cleaning, laundry and vacuuming
- Prepare and serve meals as well as meal planning and making suggestions to improve diet. Ensuring client is eating based on specific diet prescribed by physician.  
**\*\*\*Previous client regained 20 of the 30 lbs lost due to poor nutritional intake based on suggestions that I proposed to the immediate family. Client's chronic gastrointestinal ailments improved with new suggestions also.\*\*\***

- Shopping/Marketing and simple errands (such as bill payments)
- Assist with personal grooming and other activities of daily living
- Stimulate interests of the client- reading, playing games, taking walks, baking, etc
- Keeping daily record of home visits documenting client's condition, attitude, condition of living space and other general observations.
- Provide daily time sheets for record
- Keep accurate records in accordance with Agency policy
- Adhere to agency dress code
- Protected integrity and confidentiality of client's personal and medical history as well as records. Written prior authorization from client was required to discuss any personal info about the client with anybody other than the client.

*Homemaker, October 2011 - March 2012*

*Home Healthcare Hospice and Community Services, Keene, NH*

- Prepare and maintain records of client progress and services provided, reporting any changes in client condition to manager/supervisor
- Perform housekeeping duties such as cooking, cleaning, washing laundry or dishes and running errands
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence- providing companionship, personal care or help adjusting in new lifestyle
- Transport clients to locations outside of the home such as physician's offices or outings using a motor vehicle.
- Plan, shop for and prepare nutritious meals or help the family plan, shop for and prepare nutritious meals instruct or advise clients and family members on issues such as household cleanliness, utilities, hygiene, nutrition or infant care.

*Customer Service Manager, April 2005 - January 2010*

*Walmart, Gorham, NH*

- First line in resolving customer complaints
- Assist in the hiring and training of new employees, evaluate their performance
- Prepare associate work schedules for daily/nightly tasks
- Issue and cash money orders
- Check to make sure appropriate changes were made to resolve customer problems.
- Refer unresolved customer grievance to designated department or supervisor
- Answer telephones and give information to callers, take messages and/or transfer calls to the appropriate persons.
- Complete forms in accordance with company polices
- Direct and supervise employees engaged in sales and performing services for customers.

- Monitor sales activity to ensure customers receive satisfactory customer service and quality goods.
- Enforce safety, health and security rules.
- Receive payments by cash, check, credit/debit cards and vouchers.
- Issue receipts, refunds, credits and change due to customers.
- Count money in registers during opening of shifts to ensure amounts were correct and that there was adequate change.
- Answer customer and employee questions while providing information on policies and procedures.
- Calculate total sales during a specific time period and reconcile with the total recorded sales.
- Process merchandise returns or exchanges
- Monitor checkout stations to ensure they have adequate cash and are staffed appropriately.
- Assist with duties in other areas of the store such as assistance with fitting rooms, carrying out customer orders, piercing ears in jewelry, mixing paint, etc.
- Maintain clean and orderly check out areas and complete other general cleaning duties such as sweeping/mopping the floors, dusting and emptying trash.
- Supervise others and provide on-the-job training.
- Request information and assistance using overhead paging system or personal paging devices.
- Keep periodic balance sheets of amounts and numbers of transactions on one or more checkout stations.
- Cash customer payroll checks.

**Education:**

- AS, Human Services, 1 year remaining  
White Mountains Community College, Berlin NH 03570
- Certification, Human Lactation Consultant, February 2015- February 2016 (92 contact hours)  
Lactation Education Resources, Tracy's Landing, MD
- Certification, Medical Assistant, January 2009- January 2010  
U.S. Career Institute, Fort Collins, MO
- High School Diploma, General Education with 2 year Early Childhood Education technical career education
- Berlin Senior High School, Berlin, NH

**Trainings:**

Positive Solutions for Families Facilitator  
Positive Solutions for Families/Family Resource Center, February 2023, 5 Hours

NARCAN Administration  
Strength to Succeed/Family Resource Center, January 2023, 1 Hour  
Home Visitor Safety  
Family Resource Center, January 2023, 2 Hours

Ages and Stages Developmental Screening  
Coos Coalition for Young Children and Families, September 2022 (September 2017), 1.5 Hours

Standards of Quality for Family Strengthening and Support  
National Family Support Network, August 2022 (November 2020, October 2018)

Family Engagement Series: Self-Assessing Family Engagement  
Department of Education: Bureau of Student Support, April 2022, 1.5 Hours

Teaching Pyramid Model Observation Tool (TPOT) Refresher  
Department of Education: Bureau of Student Support, April 2022, 6 Hours

DCYF Reporting Laws  
Family Resource Center, April 2022, 2 Hours RE-MAP Virtual Supervisor Training Program  
Great Kids Inc., March 2022, 15 Hours

Motivational Interviewing Practice of Supervision and Coaching  
Rutgers- Center of Alcohol and Substance Use Studies, February 2022, 9 Hours

Recovering Together Café Training  
Be Strong Families, September 2021, 18 Hours

Protective Factors Survey. 2<sup>nd</sup> Edition  
FRIENDS National Resource Center for CBCAP, July/August 2020

Child Passenger Safety Technician  
Safe Kids Worldwide/Injury Prevention Center Lebanon, April 2020, 24 Hours

Choose Love Movement: Choosing Hope&Resilience, Tapping Solutions  
Jessie Lewis Choose Love Movement, April 2019, 2.5 Hours

Teaching Pyramid Infant Toddler Observation Scale (TPITOS) Reliability  
Department of Education Bureau of Student Support, June 2019, 10 Hours

Parent Survey for Community Outreach  
Healthy Families America, May 2019, 28 Hours

Pyramid Model Peer-to-Peer Practice Based Coaching Training  
Department of Education- iSocial Training, March 2019, 5 Hours

Optimizing Care for Mothers & Babies Affected by Prenatal Substance Exposure: Summit to  
Address Pains of Safe Care in New Hampshire  
JSI Research and Training Institute Inc. , January 2019, 6 Hours

Motivational Interviewing – Healthy Families of America  
Motivational Interviewing Network or Trainers, October 2018, 13 Hours

Recovery Coach Academy  
Connecticut Community for Addiction Recovery CCAR, August 2018, 30 Hours

Pyramid Model: Strategies to Promote the Social-Emotional Competency of Infants and Toddlers  
The Pyramid Model Consortium, June 2018, 24 Hours

Management of Aggressive Behavior (MOAB)  
MOAB Training International, Inc., May 2018, 4 Hours

Nurturing Parenting Program  
Family Development Resources, Inc., May 2018, 18 Hours

Pyramid Model Readiness Training- Is your Community Ready?  
Preschool Technical Assistance Network@Seresc and Project LAUNCH, April 2018, 6 Hours

Integrated Strategies for Home Visiting  
Healthy Families of America, February 2018, 40 Hours

Critical Time Intervention  
Center for the Advancement of Critical Time Intervention, December 2017

Growing Great Kids- Prenatal to 36 Months Tier 1  
Great Kids, Inc., August 2017, 40 Hours

Trauma Informed Care to Support Health and Well-Being  
New England Public Health Training Center, July 2017, 1 Hour

Parents Interacting with Infants  
The Pyramid Model Consortium/Project Launch, June 2017, 12 Hours

Mental Health First Aid  
National Council for Behavioral Health, April 2017, 8 Hours

**Volunteerism/Community Service:**

- Children's Church Ministry Leader, August 2017- December 2019
- Harvest Christian Fellowship, Berlin NH 03570
- Committee Chair Person, 2015- June 2020
- Cubscout Pack 205, Berlin NH (Boy Scouts of America)
- Den Leader, 2014-February 2020
- Cubscout Pack 205, Berlin NH (Boy Scouts of America)

# Tina M. Holmes

## **CRSW SERIES | 2018 | CONNECTICUT COMMUNITY OF ADDICTION RECOVERY (CCAR) AND CHOICES RECOVERY TRAINING ACADEMY**

- Recovery Coach Academy
- Ethical Considerations for Recovery Coaches
- HIV/AIDS and Other Infectious Diseases
- Suicide Prevention
- Motivational interviewing
- Supervising CRSWs
- Naloxone Administration ToT

### **PROBLEM SOLVING**

- Results-oriented problem solver
- Skilled at evaluating options and generating solutions

### **TEAMWORK**

- Possess strong commitment to team environment dynamics
- Enjoy working as a team member as well as independently
- Team leader and team player
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker
- Speaking in public and to groups
- Excellent presentation skills

**COMPREHENSIVE FAMILY SUPPORT SERVICES SUPERVISOR AT FAMILY RESOURCE CENTER-(FRC) | 2023- PRESENT**

**PARENT PARTNER, CRSW, AND FAMILY ENGAGEMENT LIAISON AT FAMILY RESOURCE CENTER (FRC)| 2019 – 2023**

- Assist individuals who have had their children removed from their custody by Division of Children, Youth, and Families (DCYF) due to Substance Use Disorder
- Help to obtain and maintain recovery, provide resources, support throughout court appearances, and transportation to appointments
- Utilize computers and devices daily as a form of communication and documentation
- Provide accurate and federally compliant client documentation
- Receive weekly reflective supervision from my direct supervisor, as well as monthly clinical supervision from a Licensed Alcohol and Drug Counselor
- In charge of engaging families and completing intakes.
- Motivational Interviewing Coach
- Trained as a coder for Motivational Interviewing recordings to help others grow and achieve proficiency.
- Develop and nurture close relationships with DCYF staff

**RECOVERY COACH AND OUTREACH COORDINATOR AT NORTH COUNTRY SERENITY CENTER| JUNE 2018 – SEPTEMBER 2018**

- Assisting clients to access treatment for Substance Use Disorder, provide resources, and support
- Coordinating outreach and fundraising

**Additional Training and Contributions**

- HIPAA Compliance
- Recovery Coach Academy: Trainer
- Ethical Considerations: Trainer
- Suicide Prevention: Trainer
- Naloxone Administration: Trainer
- Seated on the board of directors for New Hampshire Drug Abuse and Alcohol Counselor's Association (NHADACA)
- Certified Recovery Support Worker (CRSW)
- SBC supervisor
- Motivational interviewing coach and coder

**LEAH J. WHITE**

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**Education**

**University of New Hampshire**

*Bachelor of Arts: Psychology, December 2008*

*Bachelor of Arts: Justice Studies, December 2008*

**Work Experience**

**Quality Assurance Manager, February 2022-present**

Family Resource Center, Gorham, NH

**Quality Assurance Coordinator, March 2020 –February 2022**

Family Resource Center, Gorham, NH

Analyze and track data; identify and communicate areas in need of improvement; develop continuous quality improvement plans; assure program is adhering to Best Practice Standards; provide ongoing support to staff through training and providing professional development opportunities.

**Family Support Specialist, August 2017-Present**

Family Resource Center, Gorham, NH

Initiate and maintain regular and long-term contact/support with families within the family's home. Provide interventions that are family-centered, strength-based, and directed at: establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to problem solve and assume the role of advocate for themselves and their children.

**Respite Provider, October 2015-2017**

Provide relief for home care provider.

**Home Care Provider, May 2012-October 2015**

Contracted with Northern Human Services, Berlin, NH

Welcomed an individual with disabilities to reside in personal residence. Provided supports in all aspects of daily living, including personal care and medication administration. Attended trainings specific to individual's medical needs to provide informed care catered to the specific needs of the individual. Completed a minimum of 10 hours of training per year. Advocated for individual's wants and needs with a focus on human rights. Transferred individual utilizing a barrier free hoist lift. Maintained all medical documentation. Assisted individual in meeting goals and documented in monthly progress notes.

**Residential Program Manager, June 2011-May 2012**

Easter Seals, Lancaster, NH

Managed operation of therapeutic residential placement for adolescent boys. Arranged daily schedules and activities for residents. Assured completion of all essential documentation. Provided weekly staff supervisions, monthly staff meetings and completed performance evaluations as necessary. Interviewed, hired and trained staff in accordance to the agency's mission and state regulations. Handled all petty cash. Focused on maintaining a positive and professional work environment to ensure all needs of individuals were met.

**Residential Instructor, October 2010-June 2011**

Easter Seals, Lancaster, NH

Supervised and counseled residents in a living environment. Assisted residents with activities of daily living focused on treatment plans and completed all necessary documentation in accordance with state regulations.

**Assistant Program Director, March 2010-October 2010**

Bridgewell, Beverly, MA

Assisted in daily operation of a residential home for individuals with disabilities. Managed medical, clinical and financial needs of individuals. Conducted interviews. Trained and supervised staff by providing leadership with a focus on team building.

**Direct Support Professional, January 2009-March 2010**

Bridgewell, Haverhill, MA

Provided support and assisted individuals with activities of daily living in a residential home. Provided services to individuals according to DMR regulatory standards, administered medications according to MAP regulations and maintained core training certifications. Worked at DMH program for initial 7 months with adults afflicted with mental illness.

**Respite/Relief Residential Youth Counselor, October 2008-January 2009**

Odyssey House, Hampton, NH

Supervised and counseled residents in a living environment, participated in groups, planned and assisted residents with daily therapeutic activities, behavioral tracking and documentation.

**Front-End Assistant Manager, June 2002-January 2009**

Market Basket, Plaistow, NH

Assisted front-end manager with maintaining smooth operation of check-out area, handled money transactions, addressed customer complaints in a professional manner and supervised cashiers.

**Internships**

**Sexual Assault Support Services, Summer 2008**

165 hour internship. Completed 36 hours of crisis intervention training with SASS. Provided support to sexual assault survivors and their families at child advocacy centers for their interviews with police departments, crisis counseled survivors on crisis hotline and provided referrals to victims of sexual assault to community services.

**New Outlook Teen Center, Fall 2006**

20 hour internship. Served as role model for young teenagers and organized donations for annual Christmas party.

**Certifications**

- Certified Lactation Counselor
- Peer recovery Support Worker-certified
- Growing Great Kids Curriculum tier 1(0-3) certified
- Trained in Motivational Interviewing-evidenced based counseling approach to health care
- Health Families of America-Evidenced based model certified Family Support Worker
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children trained

**Tikatia  
Morris**  
Training &  
Development  
Manager

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**Tikatia Morris**

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**Skills**

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client needs assessment; Microsoft Office Suite; file management; conflict resolution; case management; organized; effective public speaker; reliable; strategic thinker; event planning; team player; marketing and media relations; computer-savvy; logo design; website graphics; atypical problem solving; self-motivated; divergent thinking; critical observation, self-management; classical education tutoring methods; attention to detail; creativity; motivational interviewing; peer coaching; reflective supervision; solution-based casework

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**Experience**

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**The Family Resource Center / Training & Development Manager.**

December 2019 - January 2022

Created and maintained an effective and efficient learning management system to support the growing organization; Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations. In-depth knowledge of the scope of services for all programs offered at the FRC; Created and offered additional materials to enhance training. Reduced process gaps by supporting the effective training of new hires on best practices and protocols through supporting and creating a train the trainer process. Delivered instruction on a broad range of topics, integrating audio-visual presentations and training materials. Mentored and coached new trainers by offering insight into successful procedures and implementation of program training. Created training schedules to meet the hiring demands of all FRC programs. Created systems to facilitate in-house training and coaching; overseeing all registrations for training and professional development for all programs. Overseeing ongoing coaching in motivational interviewing, solution-based casework, and peer coaching within programs; developed a professional development workgroup to facilitate more in-house training and provide feedback and support to trainers;

**The Family Resource Center / Administrative Support Specialist / Training & Family Support Coordinator**

December 2019 - January 2022

Provide administrative support to all areas of the family support program; Tracked and submitted employee timesheets to accounting department for payroll processing. Managed electronic calendars using G-Suite and scheduled meetings, appointments and conference calls; assisted in overseeing organizational transfer from G-Suit to Office 365; Created and maintained computer- and paper-based filing and organization systems for staff training records, reports, and documents. Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations. Executed special objectives and projects in response to the Program Director's requests. Created and offered additional materials to enhance training. Reduced process gaps by effectively training new hires on best practices and protocols. Documented participant attendance, engagement, and progress. Delivered instruction on a broad range of topics, integrating audio-visual presentations and training materials. Mentored and coached new employees by offering insight into successful task prioritization. Created training schedules to meet the hiring demands of all FRC programs. Created systems to facilitate in-house training and coaching; overseeing all registrations for training and professional development for all programs.

**The Family Resource Center / Edward Fenn ASP Group Leader & Coach**

August 2019 - PRESENT, Gorham

Established a positive, safe, and stimulating learning environment for all students. Cultivated strong

relationships with students by listening carefully and offering positive reinforcement. Utilized the Choose Love curriculum to encourage and support social-emotional learning with all enrolled students, weekly classroom observation for implementing pyramid model strategies in the classroom and with staff; provide monthly one-on-one coaching sessions with all ASP staff to encourage growth support in pyramid model and social-emotional instruction to students

### **The Family Resource-Center / Family Support Specialist**

November 2018 - December 2019, Gorham

Built solid and trusting rapport with children and families, fostering communication to meet case needs. Worked to improve and enhance client lives through effective and compassionate care. Documented data and completed accurate updates to case records. Collaborated with community program leaders and advocates to make resources accessible to those in need. Interviewed individuals and families to assess needs and provide informational resources. Referred clients to appropriate team members, community agencies and organizations to meet treatment needs. Photographed to produce high-quality images for both print and Internet distribution. Developed creative design for marketing packages, including print materials, brochures, banners, and signs. Used publisher and photoshop to develop product mockups and prototype designs.

### **NH Homeschooling Families / Private Tutor**

September 2013 - January 2018. Throughout NH & VT

Tutored over 20 struggling, average and advanced students in elementary through high school Classical Education course materials in Mathematics, Grammar and Language Arts, History, Science, Latin, and Logic. Created special handouts, study guides and assessments to evaluate and boost student knowledge. Spearheaded group tutoring sessions to help students struggling in similar areas. Coached and mentored junior tutors on successful classical education teaching strategies and time management.

### **Self-Employed / Freelance Photographer and Graphic Design**

April 2012 - September 2018. Throughout NH

Planned and prepared for all on-location shoots. Inspected proofs to ensure the quality of prints, adjusting and retouching as necessary. Applied digital styling techniques to enhance photos. Maintained consistent use of graphic imagery in materials and other marketing outreach. Edited existing PowerPoint slides to enhance the corporate message. Updated computer graphic files using graphics software programs. Generated computer graphics and page-layout software, graphic elements and photography. Provided high-quality results in a timely manner.

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## **Education**

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### **Plymouth State University / English Education**

August 1999 - June 2000, Plymouth

### **Laconia High School/ High School Diploma**

August 1998 - June 1999, Laconia

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## **Certifications and Trainings**

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2019-02

Pyramid Model Infant/Toddler Modules 2 & 3

ASQ: Introduction to Watch Me Grow for Coos County Early Childhood Professionals

Pyramid Model Peer-to-Peer Practice-Based Coaching

Parents Interacting with Infants (PIWI)

Pyramid Model Preschool Modules 1, 2, & 3

CCAR Ethical Considerations for Recovery Coaches

Growing Great Kids: Prenatal to 36 Months Tier I

Certified TIPITOS Observer (certification date 07.19.19)

Certified TPOTS Observer (certification date 07.16.19)

Be Strong Families Parent Cafe Training

Recovery Coach Academy

NH Child Care Licensing Orientation for Licensed and License-Exempt Providers

**2020**

Equity, Autonomy and Substance Use Disorder: Lifecourse Considerations for Pregnant and Parenting People

Strengthening Families Framework Overview & Community Cafe

Certificate in Grandfamilies Leadership

**2021**

Boundary Spanning Leadership

Performance Evaluation

SBC Initial Training Course (Solution-Based Casework)

Motivational Interviewing: The Basics

Intermediate Motivational Interviewing

Motivational Interviewing: Advancing the Practice

MITI Coding

**2022**

Enneagram Spectrum Training & Certificate Program

Great Kids REMAP

Motivational Interviewing: MICA and Coaching

# Sandra Patrick

[REDACTED]

I am seeking a full-time position using the professional skills I have acquired through schooling, continued education and training, and experience. I work well independently as well as with others, and I enjoy learning new skills. Thank you in advance for considering my employment.

## Work Experience

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### **Director of Music and Organist**

Good Shepherd & Holy Family Parishes - Berlin, NH  
2016 to August 2021

- Played Casavant Pipe Organ, NORD keyboard, and other electric organs for weekend Masses, funerals, weddings, and other special occasions
- Directed adult choir rehearsals weekly along with youth and children's choirs
- Planned Liturgies for all Masses
- Participated in VBS Music Program
- Taught Music Theory and Choir for one semester at Salve Regina Academy

### **Owner**

Optimal Fitness - Berlin, NH  
2013 to December 2016

- Managed a Ladies Fitness Center
- Payroll
- Accounts Receivable and Accounts Payable
- Newspaper and Online Advertising
- Membership Dues

### **Administrative Assistant / Grants Coordinator / Accounts Receivable**

Tri-County Community Action Program, Inc - Berlin, NH  
October 2009 to September 2016

- Maintained and organized Grant Binders year to year
- Grant Writing
- Directed Children's Summer Camp for two summers and Taught for one summer
- Accounts Receivable with Daily Reconciliation of Bank Accounts
- Copying, Filing, E-mail Communications, Letter Writing, Other Miscellaneous Duties

### **Administrative Assistant for NFHP, AVCoC, AVER**

Tri-County Community Action Program, Inc - Berlin, NH  
2007 to 2009

- Took Minutes from various boards and committees and Transcribed
- Ran Events and helped with many others
- Handled most inquiries

- Maintained Database Records and Membership Records
- Created Spreadsheets and Forms
- Point of Contact for the Northern Forest Heritage Park and the Androscoggin Valley Chamber of Commerce

### **Human Resource Manager and Special Events**

Town & Country Motor Inn - Shelburne, NH

February 2004 to November 2007

- Created Policy Manual, Attendance Management Records, Monthly Newsletters, and Suggestion Box for employees
- Created many Employee Benefits with management approval
- Planned first and subsequent yearly Employee/Family Picnics
- Replied to all applicants and Interviewed possible candidates for various positions at establishment
- Planned Town & Country's 50th Anniversary Gala
- New Year's Eve Party Reservation Director
- Front Desk Attendant when needed

### **Administrative Assistant**

Northern White Mountain Chamber of Commerce - Berlin, NH

2000 to 2004

- Accounts Payable and Accounts Receivable
- Took Board Minutes and Transcribed
- Served on many Committees to bring about community events
- Assisted Executive Director
- Wrote Press Releases and Edited others
- Handled most inquiries
- Maintained Membership Information, Website, and Community Calendar

### **Recruiting Assistant and Enumerator**

United States Bureau of the Census - Berlin, NH

November 1999 to July 2000

- Set up Testing Sites and Presented/Graded tests for Enumerators
- Worked with several North Country Elementary Schools and presented the Census 2000 to students, as well as at other Community Events
- Traveled the state as an enumerator

### **Staff Representative**

United States Senate Bob Smith - Berlin, NH

1990 to 1998

- Handled all Constituent Concerns and all Inquiries
- Computer Work
- Represented the U.S. Senator at numerous events and Read Letters Aloud written by him to those in attendance

### **Front Desk Associate**

Town & Country Motor Inn - Shelburne, NH

1983 to 1988

- Receptionist Duties

- Handled Cash, Computer Work and Reservations
- Assisted in Payroll for 150 Employees
- Primary Contact for Group Tours

## Education

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### **Associate's degree in Secretarial Science**

SUNY Canton - Canton, NY  
September 1979 to May 1981

### **High school diploma**

Mt. Greylock Regional High School - Williamstown, MA  
September 1975 to June 1979

## Skills

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- Accounts Receivable
- Writing Skills
- Payroll
- Accounts Payable
- Office Management
- Grant Writing
- Event Planning
- Human Resources Management

**AIMEE LAWSON**

**Education**

Associates Degree in Early Childhood Education  
White Mountains Community College, Berlin, NH, September 2015-May 2019

Entry Level Child Care Certificate  
White Mountains Community College, Berlin, NH, January 2014-August 2015

**Experience**

Family Support Specialist, Family Resource Center, Gorham, NH, July 2019-Present

- Provide ongoing support to families with supervised visits, and work with DCYF for reunification
- Assist families in learning parenting skills, and understanding early childhood development
- Complete documentation, and Medicaid billing

Associate Preschool Teacher, Littleton Head Start, Littleton, NH, September 2014-May 2019

- Assisted in the care and education of 17 preschool aged children in a center-based setting
- Created weekly developmentally appropriate lesson plans, and maintained a safe and caring environment
- Used weekly child observations to create individual assessment portfolios using Teaching Strategies Gold
- Worked 40 hours per week

Assistant Toddler Teacher, Creative Kids Learning Center, Whitefield, NH, March 2012-July 2014

- Assisted in the care of 7 toddlers in a center-based setting, and maintained a safe and nurturing environment
- Assisted in preparing for weekly activities, and assisted with child observations
- Worked 40 hours per week

Substitute Teacher, Lakeway Elementary School, Littleton, NH, September 2011-March 2011

- Substitute taught in K-5 classrooms
- Worked for 12-18 hours per week

**Related Workshops/Training**

Ages and Stages Developmental Screening  
Participated for 1.5 hours Gorham NH 1.29.2020

Child Health Training  
Participated for 2 hours on 12/11/2019

Recovery coach academy  
Participated in July 2019

New Hampshire Training Institute on Addictive Disorders: HIV trends & treatment  
Participated for 6 hours on August 2019

Pyramid Model: Module 2, Littleton, NH. 2018  
Participated for 5.5 hours

Active Supervision, Littleton, NH. 2018  
Participated for 3 hours

Data Analysis, Littleton, NH. 2018  
Participated for 1 hour

Exploring Mathematics with Creative Curriculum in Preschool, Littleton, NH. 2018  
Participated for 5.5 hours

Linking Curriculum and Assessment, Littleton, NH. 2018  
Participated for 5.5 hours

Home Visitor Safety, Littleton, NH. 2018  
Participated for 2.5 hours

Sudden Infant Death Syndrome (SIDS) and Prevention of Shaken Baby Syndrome and Abusive Head Trauma, Littleton, NH 2014-2017  
Participated for 1 hour

Trauma Informed Early Childhood Services, Littleton, NH. 2015, 2016  
Participated for 8.5 hours total

HS Early Learning Outcomes Framework, Littleton, NH. 2016  
Participated for 1.5 hours

Staff Well-Being, Littleton, NH. 2016  
Participated for 3 hours

ASQ, Littleton, NH. 2018

Participated for 1.5 hours

OSHA and Fire Safety, Littleton, NH. 2015

Participated for 1.5 hours

Team Building, Littleton, NH. 2015

Participated for 1.5 hours

TCCAP HR Policies, Procedures, Benefits, TCHS Program Governance, Family Engagement, ASQ, Littleton, NH. 2015

Participated for 3.5 hours

Administering Medication in Child Care Settings, Littleton, NH. 2014-2018

Participated for 1 hour each year

Building and Physical Premises Safety in New Hampshire, Littleton, NH. 2014-2018

Participated for 1 hour each year

Emergency Preparedness and Response Planning, Littleton, NH. 2014-2018

Participated for 1 hour each year

Food Allergies: Recognizing Allergic Reactions and Meal Planning in Child Care and Afterschool Settings, Littleton, NH. 2014-2018

Participated for 1 hour each year

Infectious Disease Control: Kick Those Germs to the Curb!, Littleton, NH. 2014-2018

Participated for 1 hour each year

New Hampshire Child Care Licensing Orientation for Licensed & License-exempt Providers, Littleton, NH. 2018

Participated for 1 hour

Recognizing and Reporting Suspected Child Abuse in New Hampshire, Littleton, NH. 2014-2018

Participated for 1 hour each year

Behavioral Management: TS Gold Hatch, Littleton, NH. 2014

Participated for 6.5 hours

Working with Families with Mental Illness, Littleton, NH. 2014

Participated for 5.5 hours

**Activities**

Phi Theta Kappa Honor Society, 2016-present

Mentored Early Childhood Students at White Mountains Community College, 2016-2017

**Honors/Awards**

President's Leadership Award, 2017

Vice President's List & President's List, White Mountains Community College, 2014-2019

**References**

Available upon request

## **Serena Webster**

[REDACTED]

[REDACTED]

[REDACTED]

## **WORK EXPERIENCE**

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### **FAMILY SUPPORT SPECIALIST**

*Family Resource Center-Gorham, NH*

**July 2022-current**

- Provide routine home visiting within the family's home
- Assist families in establishing goals and a plan for accomplishing those goals
- Provide strength-based family-centered interventions that assist in enhancing the parent-child relationship, build upon parenting skills and improve the family support system
- Complete routine screenings and provide referrals as needed to support family needs
- Complete documentation and weekly notes for each family served; notes must be completed by end of the week

### **PARAPROFESSIONAL**

*White Mountains Regional School District - Whitefield, NH*

**April 2018 to October 2021**

- Assist classroom teachers with academic instructional time to special needs students
- Redirect students with behavioral issues
- Empower students through programs designed to enhance their academic and social achievements
- Act as a nurturing and encouraging influence for students during lessons
- Monitor the classroom and minimize distractions and disruptions

## **Case Manager/Consumer Directed Assistant**

*Northern Human Services - Whitefield, NH*

**September 2017 to April 2018**

- Provide support to adults with mental health disabilities
- Provide support and guidance to families by coordinating, advocating, monitoring, evaluating, referring and assessing services provided and needed.
- Transport individuals to and from medical appointments
- Assist individual with grocery shopping
- Support and transport individual to volunteer work in the community

## **Registration Clerk**

Memorial Hospital - North Conway, NH

**November 2016 to September 2017**

- Confirm patient health insurance information upon arrival
- Collect information from incoming patients regarding services needed, insurance available, or financial status.
- May assist in completion of admissions or insurance forms.
- Follow up telephone calls to patients reminding them of upcoming Dr appointments

## **CLAIMS EXAMINER**

Social Security Administration- Department of Disability Services-Boston, MA

**May 2009-May 2016**

- Determine initial approvals and denials of applicants' medical eligibility for Social Security Disability
- Request applicants medical records from applicant, representative, or doctor
- Gather vocational information from the applicant
- Schedule consultative exams as needed
- Review medical evidence to make a disability determination with the assistance of the medical consultant

## **Education**

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**Bradford College**

**Haverhill, MA**

**Bachelor of Arts-Sociology**

**September 1994 to May 1998**

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# NATALIE MARQUIS

## EXPERIENCE

IGA, Colebrook, NH

Assistant Department Manager, Dec 2020 - Present

- Placing orders/Inventory/Sales
- Maintaining areas of responsibility
- Stocking and Pricing
- Cashier and customer service

Wear Gloves (weargloves.org), Ocala, FL

Community Volunteer, Jan 2017 - Dec 2020

- Working along side with homeless and distressed community members while they earn what they need. Activities and jobs varied but included wood pallet art, coffee house duties, supervisor and assembly work and church services.

Brick City Center for Arts, Ocala, FL

Gallery volunteer, Feb 2016 - Dec 2020

- Art Gallery Host and cashier

Studio 200 Salon, Ocala, FL

Salon Receptionist, Apr 2019 - Feb 2020

- Hold current Florida Cosmetology License. Key holder. Greet guests, answer phone calls, make appointments, cashier, keep area clean and support stylists.

Vacation Bible School Volunteer, Ocala, FL

Small Group Leader, Jun 1999 - Jun 2019

- Group leader and teacher

Good Nees Club, Ocala, FL

Church Volunteer, Jan 2015 - Jan 2019

- After School Christian Bible Club group leader.

Marion County Public Schools, Ocala, FL

School Volunteer, Sep 2008 - Jun 2016

- PTO President and school volunteer

Respite sitter, Ocala, FL

Occasional Babysitter, Jan 2012 - Jan 2014

- Babysitting for medically needy foster child while parent attended appointments.

Gigi's Salon and Spa, Ocala, FL

Master Cosmetologist, Sep 1991 - Dec 2003

- All aspects of cleaning and maintenance of hair, skin and nails by appointment. Continuing Education

Regis Salons, Ocala, FL

Cosmetologist, Feb 1989 - Aug 1991

- Cosmetology duties

## EDUCATION

EATI

Cosmetologist (Jun 1984)

# Chelsea Lizotte, PTA



## Summary:

Motivated and reliable Physical Therapist Assistant with 3 years of experience in a skilled nursing facility setting. Familiarity working with patients ranging from severely deconditioned and general weakness, to orthopedic incidences like joint replacements and amputations.

## Skills:

Excellent written and verbal communication; eager collaborator with supervising physical therapist as well as patient, family members, and other healthcare professionals; outside the box creative thinking and problem solving to increase patient engagement; advanced knowledge and understanding of manual and soft tissue manipulation techniques from 4 years spent as a massage therapist.

## Work Experience:

April 2023 - March 2024  
St Johnsbury, VT  
Job Requirements

Physical Therapist Assistant  
Dan Wyand PT & Associates, NVRH Inpatient Rehab  
Collaborate with supervising PT to design and implement treatment plans, educate patients, staff, family, and caregivers on therapy progress and discharge planning, prioritize patient treatment sessions based on ability to participate as well as anticipated discharge times.

November 2023 - March 2023  
Berlin, NH  
Job Requirements

Rehab Director / Physical Therapist Assistant  
Coos County Nursing Home

Lancaster, NH

March 2020 - September 2022 Physical Therapist Assistant  
Powerback Rehab at Country Village Center  
Job Requirements Collaborate with supervising PT to design and implement treatment plans, continuously update plans to match rapidly changing COVID-19 safety protocols, educate patients, staff, family, and caregivers on therapy progress and discharge planning, design engaging group treatment sessions to meet various patient needs.

January 2019 – March 2019  
Littleton, NH

Fieldwork Level II  
Littleton Regional Hospital  
Job Requirements: Under supervision of Physical Therapist, implemented patient treatment programs for acute inpatient rehabilitation including joint replacements and orthopedic injuries.

## **Chelsea Lizotte, PTA**

June 2018 – July 2018  
St. Johnsbury, VT

Fieldwork Level I

Dan Wyand PT Associates

Job Requirements: Collaborated with supervising PTA to create and implement patient treatment plans as indicated by the plan of care from the Physical Therapist for a diverse patient population in an outpatient setting.

Job Requirements:

August 2013 – August 2014 The Alpine Clinic  
Franconia, NH Durable Medical Equipment (DME) Specialist  
Patient Education, DME fitting, DME Insurance billing, MD /  
Patient / Insurance liaison.

### **License:**

NH PTA License #1356  
VT PTA License pending  
Previously licensed in TX as a massage therapist

### **Education:**

River Valley Community College  
Associate's of Science, Physical Therapist Assistant  
Received May 2019

Advance Technical Institute "ATI"  
Massage Certification (600 credit hours)  
Received July 2011

University of New England  
Bachelors of Science, Interdisciplinary Health Sciences  
Graduation Date January 2010

**CONTRACTOR NAME- The Family Resource Center at Gorham**Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Patti Stolte	Executive Director	\$84,033	5%	\$15,539.16
Gabrielle Flanders	Director of Family Support Services	\$58,000	50%	\$30,466.80
Open Position	Clinician	\$56,420.00	14%	\$8,060.00
Alysia Martin	Program Manager of CFSS	\$46,265.40	50%	\$24,078.60
Tina Holmes	Supervisor of CFSS	\$42,442.40	50%	\$21,621.60
Leah White	QA Manager	\$45,864	14%	\$6,739.20
Kat Morris	Training Manager	\$43,680.00	14%	\$6,240.00
Sandy Patrick	Data Entry	\$38,857	28%	\$11,206.00
Aimee Lawson	Family Support Specialist	\$34,889	50%	\$18,664.10
Serena Webster	Family Support Specialist	\$37,000.60	100%	\$37,346.40
Natalie Marquis	Family Support Specialist	\$36,454.60	100%	\$37,146.20
Chelsea Lizotte	Family Support Specialist	\$37,310	100%	\$37,310.00
Intake Coordinator	Open Position	\$37,328.20	43%	\$15,997.80

5A mac



Lori A. Shilbette  
Commissioner

Karen E. Hebert  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council,  
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Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lora A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Family Resource Center at Gorham ("the Contractor"):

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.4, Staffing, Subsection 1.4.6, Paragraph 1.4.6.6, to read:  
1.4.6.6. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

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

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

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

The Family Resource Center at Gorham

8/24/2022

Date

*Patti Stolte*

Name: Patti Stolte

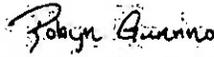
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

8/29/2022

Date



Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

21 mac



Lori A. Sibillette  
Commissioner

Christine L. Santanella  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 26, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



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

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. LRCS Family Resource Center - Laconia	300	271
2. TLC Family Resource Center - Claremont	300	276
3. Waypoint - Concord DO	300	275
4. Waypoint - Southern DO	300	275
5. Waypoint - Manchester DO	300	275
6. Children's Unlimited, Inc.	300	274
7. Community Action Partnership of Strafford County	300	270
8. Greater Seacoast Community Health	300	257
9. Home, HealthCare, Hospice & Community Services	300	268
10. The Family Resource Center - Berlin	300	286
11. The Family Resource Center - Littleton	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

03-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

100% Federal, CFDA #21.645, Title IV-B  
WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-11002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**NAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORLIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-093-041-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #92.554, Promoting Safe and Stable Families  
WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$3,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$12,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170615-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOME HEALTHCARE HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CPDA #93467, Title XX Grant

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRANFON COUNTY) VENDOR# 178625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177231-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-093-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

100% Federal Funds, CVDA 93.558, Federal Funds from U.S. Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 12NHTANF

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,452.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
<b>Total:</b>				<b>\$636,626.96</b>

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
<b>Total:</b>				<b>\$545,453.85</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
<b>Total:</b>				<b>\$545,453.12</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
<b>Total:</b>				<b>\$396,985.44</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
<b>Total:</b>				<b>\$714,964.36</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
<b>Total:</b>				<b>\$745,565.52</b>
<b>Sub-Total:</b>				<b>\$5,999,997.60</b>

**05-095-045-450010-61460000-502-500891-45030286 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS**

100% Federal Funds, CFDA #3.558, Federal Funds from U.S. Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 12N11TANF

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42103874	\$43,000.00
<b>Total:</b>				<b>\$172,000.00</b>

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (FKA Family First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**TITE FAMILY RESOURCE CENTER AT GORTIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SOF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**TITE FAMILY RESOURCE CENTER AT GORTIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SOF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

95-993-098-902018-31500000-102-500731-90004009 HEALTH AND SOCIAL SERVICES; HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES; MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #73.994, Federal Funds from HRSA

**WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.30

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
Total:				\$30,556.24

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
Total:				\$25,728.00

**TLC FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
Total:				\$29,036.00

**TLC FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
Total:				\$14,768.00
Sub-Total:				\$745,564.00

**05-095-042-421010-19340000-443-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF: IHHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES  
000% General Funds**

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
Total:				\$173,152.00

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
Total:				\$36,876.00

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
Total:				\$204,000.00

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

**GREATER SEACOAST COMMUNITY HEALTH (FN/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154783-B081**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$204,000.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,654,620.00	\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-02-COMPR-03)

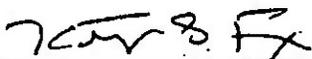
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS****I. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name The Family Resource Center at Gorham		1.4 Contractor Address 123 Main Street Gorham, NH, 03581	
1.5 Contractor Phone Number (603) 446-5190	1.6 Account Number 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734 05-095-045-450010-61270000-102-500731 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004	1.7 Completion Date June 30, 2024	1.8 Price Limitation \$1,483,368
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature <i>Patti Stolle</i> Date: 6-18-2020		1.12 Name and Title of Contractor Signatory Patti Stolle, Executive Director	

1.13 State Agency Signature  Date: 6/26/20	1.14 Name and Title of State Agency Signatory Katja S. Fox, Director
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____	
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: /s/Christen Lavers On: 6/28/20	
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____	

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

**8. EVENT OF DEFAULT/REMEDIES.**

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

**9. TERMINATION.**

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

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

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

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

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

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

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

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

#### 15. WORKERS' COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT A**



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

- 1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:
  - 3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").
- 1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:
  - 3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.
- 1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:
  - 12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

- 1.1.1. The Contractor shall provide services to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who:
  - 1.1.1.1. Are at risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy;
    - 1.1.1.1.2. Health and nutrition;
    - 1.1.1.1.3. Education and employment;
    - 1.1.1.1.4. Parenting challenges;
    - 1.1.1.1.5. Social isolation;
    - 1.1.1.1.6. Substance use disorders;
    - 1.1.1.1.7. Mental health events;
    - 1.1.1.1.8. Child abuse and neglect;
    - 1.1.1.1.9. Substance exposed infants; and
  - 1.1.1.2. Seek Comprehensive Family Support Services in a voluntary manner.
- 1.1.2. The Contractor shall provide services at 123 Main Street, Gorham, NH and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Littleton District Office Catchment Area
- 1.1.3. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.4. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 9:00 AM to 4:00 PM, excluding state and federal holidays.
- 1.1.5. The Contractor shall continue working toward obtaining, and once approved – maintaining, the designation of a Qualified Family Resource Center (FRC-Q), which is scheduled for review by the New Hampshire Children's Trust and the Wellness and Prevention Committee on July 10, 2020, to ensure attainment of FRC-Q designation no later than the contract completion date.
- 1.1.6. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.

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- 1.1.7. The Contractor shall attend quarterly meetings for Comprehensive Family Support Services (CFSS), as scheduled by the Department.
- 1.1.8. The Contractor shall provide CFSS utilizing the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods, as determined to be convenient for clients and families, which include, but are not limited to:
  - 1.1.8.1. Home visiting services.
  - 1.1.8.2. Workshops.
  - 1.1.8.3. Support groups.
  - 1.1.8.4. Utilizing the Strengthening Families Framework.
  - 1.1.8.5. Addressing protective factors.
  - 1.1.8.6. Community Events.
- 1.1.9. The Contractor shall provide services designed to prevent child maltreatment, neglect and Juvenile Just Involvement by ensuring:
  - 1.1.9.1. Services are trauma informed.
  - 1.1.9.2. Parenting education and family support is available through a variety of evidence-based curriculums; and
  - 1.1.9.3. Age appropriate education is available utilizing Bright Futures-Guidelines for Health Supervision of Infants, Children and Adolescents.
- 1.1.10. The Contractor shall provide and connect families to services that include but are not limited to:
  - 1.1.10.1. Social.
  - 1.1.10.2. Healthcare.
  - 1.1.10.3. Family Planning.
  - 1.1.10.4. Parenting Support.
- 1.1.11. The Contractor shall provide Comprehensive Family Support Services (CFSS) that support parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children.
- 1.1.12. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families on a continuum of three stages:
  - 1.1.12.1. Prevention;

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1.1.12.2. Early intervention; and

1.1.13. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:

1.1.13.1. A previous or current founded, or unfounded, child protective services report.

1.1.13.2. Having a child who has a low birth weight and neuro developmental delays.

1.1.13.3. A history of, or current, parental or caregiver substance abuse.

1.1.13.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).

1.1.13.5. Having income at or below 300% of the Federal Poverty Level.

1.1.13.6. Family history of domestic violence.

1.1.13.7. Child's insecure attachment in early years.

1.1.13.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.

1.1.13.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.

1.1.13.10. Having more than one (1) child under the age of three (3) years.

1.1.13.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.

1.1.13.12. Home conditions presenting a health and/or safety risk to family members.

1.1.13.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.

1.1.13.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.

1.1.13.15. Families impacted by traumatic events.

1.1.13.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.

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- 1.1.13.17. Substance Use Disorder services.
- 1.1.14. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure service activities include, but are not limited to:
  - 1.1.14.1. Evidence-based practices, where available.
  - 1.1.14.2. Education and direct services that support parent and child wellbeing.
  - 1.1.14.3. Case management.
  - 1.1.14.4. Connections to a broad range of resources and referrals that respond to a family's needs.
- 1.1.15. The Contractor shall utilize marketing strategies to increase presence of CFSS in the community, including but not limited to:
  - 1.1.15.1. Producing and distributing Family Resource Center-branded flyers; tablecloths, and brochures.
  - 1.1.15.2. Ensuring staff wear with the Family Resource Center logo.
  - 1.1.15.3. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.1.15.4. Develop and provide local newspapers and radio stations with press releases and community calendars of events.
- 1.1.16. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

**1.2. Assessments and Referrals**

- 1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:
  - 1.2.1.1. Provide early intervention in at risk pregnant and parenting families.
  - 1.2.1.2. Prioritize pregnant parents with substance use disorder for support and assignment.
- 1.2.2. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:
  - 1.2.2.1. Identify risk factors;

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- 1.2.2.2. Determine appropriate CFSS; and
- 1.2.2.3. Provide appropriate CFSS.
- 1.2.3. The Contractor shall ensure that each family is provided with provide each family with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.2.3.1. Parent education and support;
  - 1.2.3.2. Family mentoring and advocacy;
  - 1.2.3.3. Medical and health education;
  - 1.2.3.4. Early childhood education;
  - 1.2.3.5. Literacy education and support; and
  - 1.2.3.6. Life skills training.
- 1.2.4. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.4.1. Child Care Aware of New Hampshire.
  - 1.2.4.2. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
  - 1.2.4.3. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
  - 1.2.4.4. Family violence prevention agencies.
  - 1.2.4.5. Mental health services.
  - 1.2.4.6. Nutrition education and healthy foods.
  - 1.2.4.7. Instructional money management.
  - 1.2.4.8. Smoking cessation programs, including referrals to QuitWorks-NH.
  - 1.2.4.9. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.2.4.10. Independent living programs.
  - 1.2.4.11. Adult education.
  - 1.2.4.12. Literacy education.
  - 1.2.4.13. Employment services.

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- 1.2.4.14. Vocational rehabilitation services.
- 1.2.4.15. NH Employment Securities.
- 1.2.5. The Contractor shall provide referrals to the local SAU special education department for programs, as appropriate, that include but are not limited to:
  - 1.2.5.1. Free and reduced lunch.
  - 1.2.5.2. Summer camps for children who are impoverished and/or have a developmental disability.
  - 1.2.5.3. Holiday gift giving programs.
  - 1.2.5.4. Developmental and family support programs.
  - 1.2.5.5. The Door Way.
  - 1.2.5.6. Strength to Succeed.
  - 1.2.5.7. Kinship Navigation services.
  - 1.2.5.8. Caregiver support groups.
  - 1.2.5.9. Community events.
  - 1.2.5.10. Healthy Families America.
- 1.2.6. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.6.1. Distribute the "Learn the Signs, Act Early" materials;
  - 1.2.6.2. Report the number of families who received developmental screening education materials;
  - 1.2.6.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.6.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.3. Home Visiting Services**

- 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
- 1.3.2. The Contractor shall provide home visiting services that include, but are not limited to:
  - 1.3.2.1. Working with program participants to develop comprehensive goals that improve the economic self-

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sufficiency of families by assisting parents to develop vision for the future that includes, but is not limited to:

- 1.3.2.1.1. Planning future pregnancies.
- 1.3.2.1.2. Continuing education.
- 1.3.2.1.3. Finding and maintaining employment.
- 1.3.2.1.4. Increasing Protective Factors of the family.
- 1.3.2.1.5. Obtaining secure housing.
- 1.3.2.1.6. Accessing community services.
- 1.3.2.1.7. Accessing parental education on topics that include, but are not limited to:
  - 1.3.2.1.7.1. Child development.
  - 1.3.2.1.7.2. Child behavior.
  - 1.3.2.1.7.3. Child health.
  - 1.3.2.1.7.4. Coping and problem solving skills.
  - 1.3.2.1.7.5. Safety.
  - 1.3.2.1.7.6. Parenting skills.
- 1.3.2.2. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
- 1.3.2.3. Providing standardized smoking cessation education and referrals as needed.
- 1.3.2.4. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
- 1.3.2.5. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.2.6. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.2.6.1. All women have access to formal, validated screening for prenatal and postpartum depression.
  - 1.3.2.6.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.

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- 1.3.2.6.3. All participants are enrolled in primary care physician services.
- 1.3.2.6.4. Improvement in family health and functioning.
- 1.3.3. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.3.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.
  - 1.3.3.2. Growing Great Families curriculum.
  - 1.3.3.3. Parents-as-Teachers curriculum.
  - 1.3.3.4. Positive Solutions for Families curriculum;
  - 1.3.3.5. SAMSHA's Anger Management curriculum, as appropriate.
  - 1.3.3.6. Circle of Security curriculum.
  - 1.3.3.7. Motivational interviewing.
  - 1.3.3.8. Reflective supervision.
- 1.3.4. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.
- 1.3.5. The Contractor shall provide meeting space in a community setting in instances in which the family may not feel comfortable meeting at their residence.
- 1.3.6. The Contractor shall ensure families have access to meetings in a manner that ensures safety for both the Family Resource Center staff and the families served by training the families how to utilize web-based meeting methods that include, but are not limited to:
  - 1.3.6.1. Zoom
  - 1.3.6.2. Google Classroom.
- 1.3.7. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.
- 1.3.8. The Contractor shall ensure additional supports are provided to families during academic and routine changes, which may include, but are not limited to:
  - 1.3.8.1. Delivering hard copies of applications for support services.
  - 1.3.8.2. Emotional learning activities.

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- 1.3.8.3. Gas cards.
- 1.3.8.4. Phone cards.
- 1.3.8.5. Data cards.
- 1.3.9. The Contractor shall provide a Parent Leadership Certificate course to parents and/or caregivers, as needed, in order to develop leadership skills and facilitate opportunities for using specific skills in their community.
- 1.3.10. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.
- 1.4. **Staffing**
  - 1.4.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.
  - 1.4.2. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.
  - 1.4.3. The Contractor shall ensure staff are trained in:
    - 1.4.3.1. The principles of family support;
    - 1.4.3.2. Maternal and child health;
    - 1.4.3.3. The child welfare system with concentrations in service array;
    - 1.4.3.4. Working in multidisciplinary teams.
  - 1.4.4. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:
    - 1.4.4.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
    - 1.4.4.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
    - 1.4.4.3. Effective home visiting and reporting practices.
  - 1.4.5. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
  - 1.4.6. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:

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- 1.4.6.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
- 1.4.6.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
- 1.4.6.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
- 1.4.6.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
- 1.4.6.5. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:
- 1.4.6.6. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and
- 1.4.6.7. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.4.7. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.4.8. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:
  - 1.4.8.1. Clinical updates.
  - 1.4.8.2. Program announcements.
  - 1.4.8.3. Changes, errors, and requests.
- 1.4.9. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
  - 1.4.9.1. After school programs.
  - 1.4.9.2. Collaboration with SAU, teachers and guidance departments.

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- 1.4.10. The Contractor shall staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.4.11. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.

**1.5. Relevant Laws, Policies and Guidelines**

- 1.5.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
- 1.5.2. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.
- 1.5.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.5.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.5.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.5.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.5.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.5.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

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- 1.5.7.2. Receipt of public assistance and other confidential information shared, shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.5.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.5.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.5.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.5.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.5.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements:**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period. The first report is due no later than October 15, 2020, and shall include, but is not limited to:
  - 3.1.1. The progress in achieving the stated outcomes.
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

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- 3.2. The Contractor shall submit an annual report to the Department no later than July 31st of each contract year, with the first report due on July 31, 2020, which includes, but is not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers.
  - 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month Ages and Stages Questionnaire (ASQ) was used.
  - 3.3.8. Recheck.
  - 3.3.9. Referred
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to the client's PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the

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Family Service Record includes, but not be limited to:

- 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.

**4. Performance Measures**

- 4.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 4.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
- 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
- 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
  - 4.5.1. Increasing outreach to high-risk populations;
  - 4.5.2. Increasing the share of referred families who enroll in services;
  - 4.5.3. Increasing service completion dates; and
  - 4.5.4. Evaluating long-term program outcomes.
- 4.6. The Contractor may be required to provide other key data and metrics to the

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Department, including client-level demographic, performance, and service data.

- 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

- 5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

- 5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
- 5.3.3.1. Brochures.
  - 5.3.3.2. Resource directories.
  - 5.3.3.3. Protocols or guidelines.
  - 5.3.3.4. Posters.
  - 5.3.3.5. Reports.

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5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

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

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

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

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

6.1.4. Medical records on each patient/recipient of services.

6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

Contractor Initials PS

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT C**



Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient; in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-4, Budget.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFainvoices@dhhs.nh.gov](mailto:BFainvoices@dhhs.nh.gov), or invoices may be mailed to:

The Family Resource Center at Gorham

Exhibit C

Contractor Initials PS

RFP-2021-DEHS-02-COMPR-03

Page 1 of 3

Date 6-18-20

Rev. 01/08/19

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301

6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37; General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

EXHIBIT C-1, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Comprehensive Family Support Services (Littleton)

Budget Period: July 1, 2021 through June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 227,810.00	\$ 200.00	\$ 228,010.00	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 225,810.00		\$ 225,810.00
2. Employee Benefits	\$ 63,900.00		\$ 63,900.00				\$ 63,900.00		\$ 63,900.00
3. Consultants	\$ 4,500.00		\$ 4,500.00	\$ 500.00		\$ 500.00	\$ 4,000.00		\$ 4,500.00
4. Equipment									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,100.00		\$ 1,100.00				\$ 1,100.00		\$ 1,100.00
5. Supplies:									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 3,675.75		\$ 3,675.75	\$ 1,175.75		\$ 1,175.75	\$ 2,500.00		\$ 2,500.00
6. Travel	\$ 17,000.00		\$ 17,000.00				\$ 17,000.00		\$ 17,000.00
7. Occupancy	\$ 9,000.00		\$ 9,000.00				\$ 9,000.00		\$ 9,000.00
8. Current Expenses									
Telephone	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Postage	\$ 120.00		\$ 120.00				\$ 120.00		\$ 120.00
Subscriptions									
Audit and Legal	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance	\$ 3,000.00		\$ 3,000.00				\$ 3,000.00		\$ 3,000.00
Board Expenses									
9. Software	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
10. Marketing/Communications	\$ 1,321.82		\$ 1,321.82				\$ 1,321.82		\$ 1,321.82
11. Staff Education and Training	\$ 3,500.00		\$ 3,500.00				\$ 3,500.00		\$ 3,500.00
12. Subcontracts/Agreements									
13. Other (specific details mandatory):									
PSNH annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 400.00		\$ 400.00				\$ 400.00		\$ 400.00
Admin / Indirect Fee for FRC		\$ 33,640.18	\$ 33,640.18					\$ 33,640.18	\$ 33,640.18
<b>TOTAL</b>	\$ 340,877.57	\$ 33,640.18	\$ 374,517.75	\$ 3,875.75	\$ 200.00	\$ 4,075.75	\$ 337,261.82	\$ 33,640.18	\$ 370,901.99
Indirect As A Percent of Direct		9.9%							

Exhibit C-2, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Comprehensive Family Support Services (Littleton)

Budget Period: July 1, 2020 through June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 223,931.82	\$ 200.00	\$ 226,131.82	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 223,931.82		\$ 223,931.82
2. Employee Benefits	\$ 64,900.00		\$ 64,900.00				\$ 64,900.00		\$ 64,900.00
3. Consultants	\$ 5,000.00		\$ 5,000.00	\$ 500.00		\$ 500.00	\$ 4,500.00		\$ 4,500.00
4. Equipment:									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,100.00		\$ 1,100.00				\$ 1,100.00		\$ 1,100.00
5. Supplies:									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 3,675.75		\$ 3,675.75	\$ 1,175.75		\$ 1,175.75	\$ 2,500.00		\$ 2,500.00
6. Travel	\$ 17,000.00		\$ 17,000.00				\$ 17,000.00		\$ 17,000.00
7. Occupancy	\$ 9,000.00		\$ 9,000.00				\$ 9,000.00		\$ 9,000.00
8. Current Expenses									
Telephone	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Postage	\$ 120.00		\$ 120.00				\$ 120.00		\$ 120.00
Subscriptions									
Audit and Legal	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance	\$ 3,000.00		\$ 3,000.00				\$ 3,000.00		\$ 3,000.00
Board Expenses									
9. Software	\$ 2,000.00	\$ 200.00	\$ 2,200.00				\$ 2,000.00	\$ 200.00	\$ 2,200.00
10. Marketing/Communications	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
11. Staff Education and Training	\$ 3,500.00		\$ 3,500.00				\$ 3,500.00		\$ 3,500.00
12. Subcontracts/Agreements									
13. Other (specific details mandatory)									
FSNH annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 400.00		\$ 400.00				\$ 400.00		\$ 400.00
Admin / Indirect Fee for FRC		\$ 33,640.18	\$ 33,640.18					\$ 33,640.18	\$ 33,640.18
<b>TOTAL</b>	\$ 346,677.57	\$ 34,840.18	\$ 374,717.75	\$ 3,875.75	\$ 200.00	\$ 3,875.75	\$ 337,641.82	\$ 33,640.18	\$ 376,842.00

Indirect As A Percent of Direct

10.0%

Exhibit C-3, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Comprehensive Family Support Services (Littleton)

Budget Period: July 1, 2022 through June 30, 2023

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 234,180.00	\$ 200.00	\$ 234,380.00	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 232,180.00		\$ 232,180.00
2. Employee Benefits	\$ 60,000.00		\$ 60,000.00				\$ 60,000.00		\$ 60,000.00
3. Consultants	\$ 3,500.00		\$ 3,500.00	\$ 500.00		\$ 500.00	\$ 3,000.00		\$ 3,000.00
4. Equipment									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,100.00		\$ 1,100.00				\$ 1,100.00		\$ 1,100.00
5. Supplies:									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 2,705.75		\$ 2,705.75	\$ 1,175.75		\$ 1,175.75	\$ 1,530.00		\$ 1,530.00
6. Travel	\$ 17,000.00		\$ 17,000.00				\$ 17,000.00		\$ 17,000.00
7. Occupancy	\$ 9,000.00		\$ 9,000.00				\$ 9,000.00		\$ 9,000.00
8. Current Expenses									
Telephone	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Postage	\$ 120.00		\$ 120.00				\$ 120.00		\$ 120.00
Subscriptions									
Audit and Legal	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance	\$ 3,000.00		\$ 3,000.00				\$ 3,000.00		\$ 3,000.00
Board Expenses									
9. Software	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
10. Marketing/Communications	\$ 1,321.82		\$ 1,321.82				\$ 1,321.82		\$ 1,321.82
11. Staff Education and Training	\$ 3,500.00		\$ 3,500.00				\$ 3,500.00		\$ 3,500.00
12. Subcontracts/Agreements									
13. Other (specify details mandatory):									
FSNH annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 400.00		\$ 400.00				\$ 400.00		\$ 400.00
Admin / Indirect Fee for FRC		\$ 33,640.18	\$ 33,640.18					\$ 33,640.18	\$ 33,640.18
<b>TOTAL</b>	\$ 340,877.57	\$ 33,840.18	\$ 374,717.75	\$ 3,875.75	\$ 200.00	\$ 4,075.75	\$ 337,261.82	\$ 33,640.18	\$ 370,842.00
Indirect As A Percent of Direct		9.9%							

Exhibit C-4, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Comprehensive Family Support Services (Littleton)

Budget Period: July 1, 2023 through June 30, 2024

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHH contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 232,321.00	\$ 200.00	\$ 232,521.00	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 230,321.00		\$ 230,321.00
2. Employee Benefits	\$ 61,859.00		\$ 61,859.00				\$ 61,859.00		\$ 61,859.00
3. Consultants	\$ 3,500.00		\$ 3,500.00	\$ 500.00		\$ 500.00	\$ 3,000.00		\$ 3,000.00
4. Equipment:									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,100.00		\$ 1,100.00				\$ 1,100.00		\$ 1,100.00
5. Supplies:									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 2,703.73		\$ 2,703.73	\$ 1,175.73		\$ 1,175.73	\$ 1,528.00		\$ 1,528.00
6. Travel	\$ 17,000.00		\$ 17,000.00				\$ 17,000.00		\$ 17,000.00
7. Occupancy	\$ 9,000.00		\$ 9,000.00				\$ 9,000.00		\$ 9,000.00
8. Current Expenses									
Telephone	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Postage	\$ 120.00		\$ 120.00				\$ 120.00		\$ 120.00
Subscriptions									
Audit and Legal	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance	\$ 3,000.00		\$ 3,000.00				\$ 3,000.00		\$ 3,000.00
Board Expenses									
9. Software	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
10. Marketing/Communications	\$ 1,321.82		\$ 1,321.82				\$ 1,321.82		\$ 1,321.82
11. Staff Education and Training	\$ 3,500.00		\$ 3,500.00				\$ 3,500.00		\$ 3,500.00
12. Subcontracts/Agreements									
13. Other (specific details mandatory):									
FSNH annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 400.00		\$ 400.00				\$ 400.00		\$ 400.00
Admin / Indirect Fee for FRC		\$ 33,640.18	\$ 33,640.18					\$ 33,640.18	\$ 33,640.18
<b>TOTAL</b>	\$ 346,877.37	\$ 33,840.18	\$ 374,717.55	\$ 3,875.73	\$ 200.00	\$ 3,875.73	\$ 337,281.82	\$ 33,640.18	\$ 370,842.00

Indirect As A Percent of Direct

9.9%

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

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

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

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

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

New Hampshire Department of Health and Human Services  
Exhibit D



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

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

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

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

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

Vendor Name: The Family Resource Center at Gorham

June 18, 2020  
Date

Patti Stolte  
Name: Patti Stolte  
Title: Executive Director



New Hampshire Department of Health and Human Services  
Exhibit E

CERTIFICATION REGARDING LOBBYING

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Vendor Name:

June 18, 2020  
Date

Patti Stolte  
Name: Patti Stolte  
Title: Executive Director

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

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

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and



New Hampshire Department of Health and Human Services  
Exhibit F

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

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

PRIMARY COVERED TRANSACTIONS

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

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name:

June 18, 2020  
Date

Patti Stolte  
Name: Patti Stolte  
Title: Executive Director



New Hampshire Department of Health and Human Services  
Exhibit G

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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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

Exhibit G

Vendor Initials PS

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



New Hampshire Department of Health and Human Services  
Exhibit G

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

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

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

Vendor Name:

June 18, 2020

Date

Patti Stolte

Name: Patti Stolte

Title: Executive Director

Exhibit G

Vendor Initials PS

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit H



**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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

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

Vendor Name: The Family Resource Center at Gorham

June 18, 2020

Date

*Patti Stolte*

Name: Patti Stolte  
Title: Executive Director

## New Hampshire Department of Health and Human Services



## Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

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

(1) **Definitions.**

- a. "**Breach**" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "**Business Associate**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "**Covered Entity**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "**Designated Record Set**" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "**Data Aggregation**" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "**Health Care Operations**" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "**HITECH Act**" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "**HIPAA**" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "**Individual**" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "**Privacy Rule**" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "**Protected Health Information**" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Exhibit I

- l. **"Required by Law"** shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. **"Secretary"** shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. **"Security Rule"** shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. **"Unsecured Protected Health Information"** means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. **Other Definitions** - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

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

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business



New Hampshire Department of Health and Human Services

Exhibit I

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

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

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

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

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

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

## New Hampshire Department of Health and Human Services



## Exhibit I

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

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



New Hampshire Department of Health and Human Services

Exhibit I

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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Contractor Initials PS

Date 6-18-20

New Hampshire Department of Health and Human Services



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

Department of Health and Human Services  
The State

Katya S. Fox  
Signature of Authorized Representative

Katya S. Fox  
Name of Authorized Representative

Director  
Title of Authorized Representative

6/18/2020  
Date

The Family Resource Center at Gorham  
Name of the Contractor

Patti Stolte  
Signature of Authorized Representative

Patti Stolte  
Name of Authorized Representative

Executive Director  
Title of Authorized Representative

June 18, 2020  
Date



New Hampshire Department of Health and Human Services  
Exhibit J

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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

June 18, 2020

Date

*Patti Stolte*

Name: Patti Stolte

Title: Executive Director



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

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

1. The DUNS number for your entity is: 019150817
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

X  NO                        YES

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

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

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

NO                        YES

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

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

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

Name: _____	Amount: _____

## New Hampshire Department of Health and Human Services

### Exhibit K

### DHHS Information Security Requirements



#### A. Definitions

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

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

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

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics, without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents; and misrouting of physical or electronic

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit), will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

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

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- request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.
3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
  4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
  5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
  6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

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

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

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

**III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS**

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

**A. Retention**

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

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

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

**B. Disposition**

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

**IV. PROCEDURES FOR SECURITY**

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

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

**V. LOSS REPORTING**

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

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

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

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

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

**VI. PERSONS TO CONTACT**

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Family Resource Center at Gorham ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,274,497
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 77% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 7% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 11% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 80% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 23% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

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6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

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

State of New Hampshire  
Department of Health and Human Services

5/28/2024

Date

DocuSigned by:  
*Iain Watt*  
07700005F970467...  
Name: Iain Watt  
Title: Interim Director - DPHS

The Family Resource Center at Gorham

5/23/2024

Date

DocuSigned by:  
*Patricia Stolte*  
07653151EAD74FE...  
Name: Patricia Stolte  
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/29/2024

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at The Family Resource Center of Gorham located at 123 Main Street, Gorham, NH; and other locations, as mutually agreed upon between the Contractor and the client; within the Department of Health and Human Services Berlin District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 9:00 AM to 4:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

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Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

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Date 5/23/2024

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**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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**EXHIBIT B – AMENDMENT 2**

1.2.6.7. Accessing parental education on topics that include, but are not limited to:

- 1.2.6.7.1. Child development.
- 1.2.6.7.2. Child behavior.
- 1.2.6.7.3. Child health.
- 1.2.6.7.4. Coping and problem-solving skills.
- 1.2.6.7.5. Safety.
- 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:

- 1.3.1.1.1. Families at or below 250% of the federal poverty level;
- 1.3.1.1.2. Single-parent families;
- 1.3.1.1.3. First time parents;
- 1.3.1.1.4. Families with other children under three (3) years of age;
- 1.3.1.1.5. Parents under twenty-five (25) years of age; and
- 1.3.1.1.6. Parents with limited educational attainment.

1.3.1.2. Make initial contact with families at during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:

- 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
- 1.3.1.2.2. Schedule a date and time for the initial home visit to occur, and obtain initial intake prescreening information to follow up with the family.

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1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
    - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
    - 1.3.5.7. Assessment of referrals and connections to community resources.
    - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
    - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
- 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
- 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the “Learn the Signs, Act Early” materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kinicare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
- 1.9.5.15.2. Childcare.
- 1.9.5.15.3. Healthcare access.
- 1.9.5.15.4. Community supports.
- 1.9.5.15.5. Home visiting programs and type.
- 1.9.5.15.6. Discharge date and reason.
- 1.9.5.15.7. Post survey completion.

1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.

1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.

1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).

1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.

1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.

1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:

- 1.10.7.1. Increasing outreach to high-risk populations.
- 1.10.7.2. Increasing the share of referred families who enroll in services.
- 1.10.7.3. Increasing service completion dates.
- 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
  - 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
  - 1.10.7.4.3. Improving the quality and safety of the home environment.
  - 1.10.7.4.4. Increasing positive parenting behaviors.
  - 1.10.7.4.5. Reducing parental anxiety and depression.
  - 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
- 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:  
  
CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

Contractor Initials PS

Date 5/23/2024

New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.15.2. Completion of Transition Services

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

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**EXHIBIT B – AMENDMENT 2**

1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

**1.15.3. Disagreement over Transition Services Results**

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

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

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.

**4.2.** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any

Contractor Initials PS

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

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of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**Exhibit C-5, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	The Family Resource Center at Gorham (Berlin District)	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2024 - 06/30/2025 (SFY, 2025)	
<b>Indirect Cost Rate (if applicable)</b>	9.92%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$260,734	\$219
2. Fringe Benefits	\$64,077	\$1,100
3. Consultants	\$3,000	\$500
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$3,000	\$0
5.(a) Supplies - Educational	\$2,500	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$4,000	\$0
6. Travel	\$17,200	\$0
7. Software	\$3,500	\$0
8. (a) Other - Marketing/ Communications	\$3,450	\$300
8. (b) Other - Education and Training	\$4,000	\$500
8. (c) Other - Other (specify below)	\$0	\$0
Other (Occupancy)	\$19,000	\$0
Other (Audit)	\$3,000	\$0
Other (Phone)	\$3,500	\$0
Other (liability insurance)	\$1,000	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$393,760</b>	<b>\$2,619</b>
<b>Total Indirect Costs</b>	<b>\$39,076</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$432,836</b>	<b>\$2,619</b>

Contractor: 

Date: 5/23/2024

## Exhibit C-6, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	The Family Resource Center at Gorham (Berlin District)	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2025 - 06/30/2026 (SFY 2026)	
<b>Indirect Cost Rate (if applicable)</b>	9.93%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$268,718	\$0
2. Fringe Benefits	\$64,636	\$1,119
3. Consultants	\$3,200	\$500
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$3,000	\$0
5.(a) Supplies - Educational	\$2,500	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$4,000	\$0
6. Travel	\$18,500	\$0
7. Software	\$4,500	\$1,000
8. (a) Other - Marketing/ Communications	\$3,024	\$0
8. (b) Other - Education and Training	\$4,000	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other (Occupancy)	\$20,000	\$0
Other (Audit)	\$3,000	\$0
Other (Phone)	\$3,500	\$0
Other (liability insurance)	\$1,000	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$405,578</b>	<b>\$2,619</b>
<b>Total Indirect Costs</b>	<b>\$40,258</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$445,836</b>	<b>\$2,619</b>

Contractor: 

Date: 5/23/2024

# 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 THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. 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: 270161

Certificate Number: 0006608526



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of March A.D. 2024.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Christian Corriveau, hereby certify that:

1. I am a duly elected Officer of The Family Resource Center at Gorham
2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on March 20, 2024 at which a quorum of the Board of Directors were present and voting.

**VOTED:** That Patricia Stolte is duly authorized on behalf of The Family Resource Center at Gorham to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated:

5/6/24

  
\_\_\_\_\_  
Signature  
Name: Christian Corriveau  
Title: President



# the family resource center

123 Main Street Gorham, NH 03581 (603) 466-5190 [www.frc123.org](http://www.frc123.org)

## Mission

To build healthier Families and stronger communities through positive relationships,  
programs and collaborations in the North Country.

*Financial Statements*

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**FAMILY RESOURCE CENTER AT GORHAM**

**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022  
AND  
INDEPENDENT AUDITORS' REPORT AND REPORTS ON  
COMPLIANCE AND INTERNAL CONTROL**

**FAMILY RESOURCE CENTER AT GORHAM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Family Resource Center at Gorham

### **Opinion**

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Family Resource Center at Gorham 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 opinions.

### **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 Family Resource Center at Gorham's 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 and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the 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 Family Resource Center at Gorham's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Family Resource Center at Gorham's ability to continue as a going concern for a reasonable period of time.

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

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 13, 2023, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Family Resource Center at Gorham's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

*Leone, McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
October 13, 2023

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENTS OF FINANCIAL POSITION  
AS OF JUNE 30, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,100,311	\$ 1,001,201
Certificates of deposit	502,855	83,677
Grants receivable	459,651	607,171
Prepaid expenses	31,869	15,603
Total current assets	<u>2,094,686</u>	<u>1,707,652</u>
<b>PROPERTY</b>		
Leasehold improvements	100,805	88,452
Furniture and equipment	51,575	51,575
Buildings	70,015	70,015
Total	222,395	210,042
Less: accumulated depreciation	<u>(122,681)</u>	<u>(113,185)</u>
Property, net	<u>99,714</u>	<u>96,857</u>
<b>OTHER ASSETS</b>		
Investments	235,147	225,995
Agency deposits - cash	11,946	30,574
Operating lease right-of-use asset	44,094	48,973
Total other assets	<u>291,187</u>	<u>305,542</u>
<b>TOTAL ASSETS</b>	<u>\$ 2,485,587</u>	<u>\$ 2,110,051</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 33,884	\$ 20,146
Accrued expenses	144,806	102,296
Due to State of New Hampshire	-	32,257
Agency deposits	11,946	30,574
Refundable advances	154,677	33,332
Current portion of right-of-use operating lease liability	13,027	11,572
Total current liabilities	358,340	230,177
<b>OTHER LIABILITIES</b>		
Right-of-use operating lease liability, less current portion shown above	31,067	37,401
Total liabilities	<u>389,407</u>	<u>267,578</u>
<b>NET ASSETS</b>		
Without donor restrictions		
Designated for long-term building maintenance	46,325	55,083
Undesignated	1,780,245	1,529,925
Total net assets without donor restrictions	1,826,570	1,585,008
With donor restrictions	269,610	257,465
Total net assets	<u>2,096,180</u>	<u>1,842,473</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 2,485,587</u>	<u>\$ 2,110,051</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 1,720,241	\$ -	\$ 1,720,241
Medicaid	1,708,785	-	1,708,785
In-kind contributions	126,817	-	126,817
Contributions	50,979	-	50,979
Agency rents	45,841	-	45,841
Investment return	-	12,145	12,145
Interest income	3,664	-	3,664
Other income	14,017	-	14,017
Net assets released from restrictions	-	-	-
Total revenue and support	<u>3,670,344</u>	<u>12,145</u>	<u>3,682,489</u>
<b>EXPENSES</b>			
Program services	2,973,339	-	2,973,339
Management and general	455,443	-	455,443
Total expenses	<u>3,428,782</u>	<u>-</u>	<u>3,428,782</u>
<b>CHANGE IN NET ASSETS</b>	241,562	12,145	253,707
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,585,008</u>	<u>257,465</u>	<u>1,842,473</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,826,570</u>	<u>\$ 269,610</u>	<u>\$ 2,096,180</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 2,503,575	\$ -	\$ 2,503,575
Medicaid	1,530,768	-	1,530,768
In-kind contributions	111,319	-	111,319
Contributions	35,794	15,000	50,794
Agency rents	43,698	-	43,698
Investment return	-	(22,628)	(22,628)
Interest income	798	-	798
Other income	804	-	804
Net assets released from restrictions	<u>13,520</u>	<u>(13,520)</u>	<u>-</u>
Total revenue and support	<u>4,240,276</u>	<u>(21,148)</u>	<u>4,219,128</u>
<b>EXPENSES</b>			
Program services	3,338,172	-	3,338,172
Management and general	<u>471,484</u>	<u>-</u>	<u>471,484</u>
Total expenses	<u>3,809,656</u>	<u>-</u>	<u>3,809,656</u>
<b>CHANGE IN NET ASSETS</b>	430,620	(21,148)	409,472
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,154,388</u>	<u>278,613</u>	<u>1,433,001</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,585,008</u>	<u>\$ 257,465</u>	<u>\$ 1,842,473</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Personnel Costs			
Salaries and wages	\$ 1,822,061	\$ 257,988	\$ 2,080,049
Employee benefits	234,890	28,346	263,236
Payroll taxes	144,149	19,470	163,619
Travel	223,745	1,965	225,710
Food and supplies	205,388	2,870	208,258
Program activities	117,879	-	117,879
Contractors and consultants	65,312	19,652	84,964
Training	52,255	806	53,061
Legal and professional fees	4,868	36,126	40,994
Rent	33,633	-	33,633
Heat and utilities	-	30,004	30,004
Telephone and internet	26,961	1,685	28,646
Liability insurance	16,631	3,981	20,612
Repairs and maintenance	-	19,601	19,601
Technology	2,231	14,113	16,344
Small equipment	11,586	1,011	12,597
Advertising	10,244	1,585	11,829
Depreciation	-	9,496	9,496
Property insurance	-	2,626	2,626
Payroll processing service	-	2,223	2,223
Printing	873	654	1,527
Postage and shipping	633	450	1,083
Conferences and meetings	-	661	661
Bank charges	-	130	130
	<hr/>	<hr/>	<hr/>
Total	\$ 2,973,339	\$ 455,443	\$ 3,428,782

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Personnel Costs			
Salaries and wages	\$ 1,989,734	\$ 248,433	\$ 2,238,167
Employee benefits	261,219	27,951	289,170
Payroll taxes	164,123	20,603	184,726
Food and supplies	223,819	2,778	226,597
Program activities	224,287	245	224,532
Travel	189,434	1,203	190,637
Contractors and consultants	92,880	11,935	104,815
Training	76,476	1,389	77,865
Technology	3,551	71,491	75,042
Telephone and internet	31,702	2,378	34,080
Legal and professional fees	6,658	20,914	27,572
Rent	27,315	-	27,315
Heat and utilities	-	26,870	26,870
Liability insurance	19,497	3,397	22,894
Advertising	18,593	219	18,812
Repairs and maintenance	-	12,839	12,839
Small equipment	6,800	984	7,784
Depreciation	-	6,450	6,450
Payroll processing service	-	5,656	5,656
Printing	1,491	1,985	3,476
Property insurance	-	1,987	1,987
Conferences and meetings	160	796	956
Other	25	829	854
Postage and shipping	408	2	410
Bank charges	-	150	150
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total	\$ 3,338,172	\$ 471,484	\$ 3,809,656

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 253,707	\$ 409,472
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized (gain) loss on investments	(6,796)	33,135
Realized gains on investments	(424)	(6,213)
Depreciation	9,496	6,450
Acquisition of right-of-use asset	(7,150)	(58,578)
Amortization of right-of-use asset	12,029	9,605
Increase in operating lease liability	-	48,973
Reduction of operating lease liability	(4,879)	-
(Increase) decrease in assets:		
Grants receivable	147,520	(83,421)
Prepaid expenses	(16,266)	63,427
Increase (decrease) in liabilities:		
Accounts payable	13,738	5,027
Accrued expenses	42,510	7,397
Due to State of New Hampshire	(32,257)	32,257
Agency deposits	(18,628)	30,234
Refundable advances	121,345	(268,723)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>513,945</u>	<u>229,042</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from the sale of investments	40,702	36,151
Purchase of investments and certificates of deposits	(461,812)	(40,792)
Additions to property and equipment	(12,353)	(13,520)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(433,463)</u>	<u>(18,161)</u>
<b>NET INCREASE IN CASH AND EQUIVALENTS AND RESTRICTED CASH</b>	80,482	210,881
<b>CASH AND EQUIVALENTS AND RESTRICTED CASH, BEGINNING OF YEAR</b>	<u>1,031,775</u>	<u>820,894</u>
<b>CASH AND EQUIVALENTS AND RESTRICTED CASH, END OF YEAR</b>	<u>\$ 1,112,257</u>	<u>\$ 1,031,775</u>
<b>CASH BALANCES</b>		
Cash and equivalents, operating	\$ 1,100,311	\$ 1,001,201
Agency deposits - cash	11,946	30,574
<b>Total cash and equivalents and restricted cash</b>	<u>\$ 1,112,257</u>	<u>\$ 1,031,775</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax-exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that works to build healthier families and stronger communities.

The programs are preventative and help to remove obstacles by providing pathways to healthy family function and early childhood development to at-risk and underserved populations in northern New Hampshire.

Evidence-based home visiting delivers parent education and support that empowers parents to build healthy family dynamics. They address issues such as substance misuse, lack of education, safe housing and employment. The Resource Center provides community based social and emotional support through workshops, support groups, and counseling to promote family success.

**Basis of Accounting**

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

**Basis of Presentation**

The financial statements of the Resource Center have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Resource Center 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 Resource Center. These net assets may be used at the discretion of the Resource Center'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 Resource Center or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

**Use of Estimates**

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

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**Cash and Cash Equivalents**

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

**Certificates of Deposits**

The certificates of deposits are carried at fair value. Interest is accrued and recognized in income when earned.

**Grants Receivable**

Grants receivable from various public and other nonprofit organizations at June 30, 2023 and 2022 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

**Investments**

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities*. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

**Property and Equipment**

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years
Buildings	39 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

**Refundable Advances**

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

**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.

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

The Resource Center records the following exchange transaction revenue in its statements of activities for the years ended June 30, 2023 and 2022:

**Program Service Fees** – Revenue from providing family support services under the State of New Hampshire’s Medicaid program. Revenue from providing family support services is recognized at the completion of providing such services.

**Agency Rents** – Revenue from the rental of office space is recognized over time.

**Contributions**

Contributions received are recorded as increases in net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor or time restrictions. A purpose restriction permits the Resource Center to use contributed assets as specified for a particular purpose. Net assets restricted in perpetuity are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, which are provided by the individuals possessing those skills, and would typically need to be purchased if not provided by donations, are recorded at their fair values in the period received.

**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:

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

**Income Taxes**

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center 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.

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

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

**Advertising**

Advertising costs are expensed as incurred.

**Reclassifications**

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

**Fair Value of Financial Instruments**

ASC Topic No. 820-10, *Fair Value Measurement*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center 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, ASC 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.

At June 30, 2023 and 2022, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2023 and 2022.

*Equities:* Valued at the closing market price on the stock exchange where they are traded (primarily the New York Stock Exchange).

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

*Mutual Funds:* Valued at the net asset value (NAV) of shares held by the Resource Center at year-end.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

**New Accounting Pronouncement**

As of July 1, 2022, the Resource Center adopted the provisions of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-02, *Leases (Topic 842)*, as amended. The standard requires lessees to recognize assets and liabilities for leases with lease terms of more than twelve months. The recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a financing or operating lease. Results for the reporting years June 30, 2023 and 2022 are presented under FASB ASC Topic 842. The ASU has been applied retrospectively to all periods presented. As a result, a right-of-use asset of \$44,094 and \$48,973 was recognized at June 30, 2023 and 2022, respectively. A right-of-use operating lease liability of 44,094 and \$48,973 was also recognized at June 30, 2023 and 2022, respectively.

**2. LIQUIDITY AND AVAILABILITY**

The following represents the Resource Center's financial assets as of June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 1,100,311	\$ 1,001,201
Certificates of deposit	502,855	83,677
Grants receivable	459,651	607,171
Investments	235,147	225,995
Agency deposits - cash	<u>11,946</u>	<u>30,574</u>
Total financial assets	<u>2,309,910</u>	<u>1,948,618</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	269,610	257,465
Amount board designated for - long-term maintenance	46,325	55,083
Agency deposits - cash	<u>11,946</u>	<u>30,574</u>
Amounts not available within one year	<u>327,881</u>	<u>343,122</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 1,982,029</u>	<u>\$ 1,605,496</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

The Resource Center's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$860,000). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts and certificates of deposits.

**3. INVESTMENTS**

Investments presented in the financial statements are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to net assets without donor restrictions, except for those investments for which their use is restricted. Information on investments at June 30, 2023 and 2022 is presented as follows:

	<u>2023</u>		<u>2022</u>	
	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
Equities	\$ 106,039	\$ 120,345	\$ 125,284	\$ 118,904
Mutual Funds	<u>121,115</u>	<u>114,802</u>	<u>99,515</u>	<u>107,091</u>
Totals	<u>\$ 227,154</u>	<u>\$ 235,147</u>	<u>\$ 224,799</u>	<u>\$ 225,995</u>

**Components of Investment Return:**

	<u>2023</u>	<u>2022</u>
Interest and dividends	\$ 8,558	\$ 8,817
Unrealized gain (loss)	6,796	(33,135)
Realized gain	424	6,213
Investment fees	<u>(3,633)</u>	<u>(4,523)</u>
Total investment return	<u>\$ 12,145</u>	<u>\$ (22,628)</u>

**4. AGENCY DEPOSITS**

During the year ended June 30, 2023, the Resource Center began serving as a fiscal agent for Small Acts North, a Northern New Hampshire not-for-profit volunteer group that supports the community by providing small acts of kindness. The amount held on behalf of Small Acts North as of June 30, 2023 and 2022 was \$11,946 and \$30,574, respectively.

**5. DEMAND NOTE PAYABLE**

In April 2013, the Resource Center entered into a revolving line of credit agreement with a bank. The revolving line of credit agreement provided for maximum borrowings up to \$75,000 and was collateralized by a certificate of deposit held at the same bank. At June 30, 2022, the interest rate on the revolving line of credit was stated at the bank's prime rate of 4.75%. There was no balance outstanding as of June 30, 2022. This line of credit agreement was closed in May of 2023.

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****6. CONCENTRATION OF CREDIT RISK - CASH**

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2023 and 2022. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. Cash balances in excess of FDIC insured limits amounted to \$1,136,663 and \$874,727 at June 30, 2023 and June 30, 2022, respectively.

**7. CONCENTRATION OF RISK**

For the years ended June 30, 2023 and 2022, approximately 46% and 36% of the total revenue was derived from Medicaid, respectively.

In order for the Resource Center to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, and Bureau of Developmental Services as the provider of services for individuals with mental health illnesses and developmentally disabled individuals, for that region.

Medicaid receivables comprise approximately 11% and 17% of the total accounts receivable balances at June 30, 2023 and 2022, respectively.

**8. NET ASSETS**

Net assets with donor restrictions were as follows for the years ended June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Purpose restrictions:		
Flooring/carpeting	\$ 13,480	\$ 13,480
Community events	15,000	15,000
Restrictions in perpetuity:		
Endowment	<u>241,130</u>	<u>228,985</u>
Total net assets with donor restrictions	<u>\$ 269,610</u>	<u>\$ 257,465</u>

Net assets without donor restrictions for the years ended June 30, 2023 and 2022 are as follows:

	<u>2023</u>	<u>2022</u>
Undesignated	\$ 1,780,245	\$ 1,529,925
Board designated	<u>46,325</u>	<u>55,083</u>
Total net assets without donor restrictions	<u>\$ 1,826,570</u>	<u>\$ 1,585,008</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****9. NET ASSETS WITHOUT DONOR RESTRICTIONS – BOARD DESIGNATED**

By vote of the Board of Directors, funds have been designated for long-term building maintenance. Net assets without donor restrictions designated by the board was \$46,325 and \$55,083 at June 30, 2023 and 2022, respectively.

**10. ENDOWMENT FUND**

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures. No distributions were taken during the years ended June 30, 2023 and 2022.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

Fund activity for June 30, 2023 and 2022 was as follows:

	<u>Balances as of June 30, 2022</u>	<u>Activity for the Year Ended June 30, 2023</u>	<u>Balances as of June 30, 2023</u>
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	74,840	8,558	83,398
Realized gain	68,926	424	69,350
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(49,995)	(3,633)	(53,628)
Unrealized gain	995	6,796	7,791
	<u>\$ 228,985</u>	<u>\$ 12,145</u>	<u>\$ 241,130</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	<u>Balances as of June 30, 2021</u>	<u>Activity for the Year Ended June 30, 2022</u>	<u>Balances as of June 30, 2022</u>
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	66,023	8,817	74,840
Realized gain	62,713	6,213	68,926
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(45,472)	(4,523)	(49,995)
Unrealized gain (loss)	34,130	(33,135)	995
	<u>\$ 251,613</u>	<u>\$ (22,628)</u>	<u>\$ 228,985</u>

**11. OPERATING LEASES**

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease expired on June 30, 2020. The lease continues under the same terms on a month-to-month basis.

The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately \$10 - \$16 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

During the year ended June 2021, the Resource Center entered into a lease agreement for office space in Littleton, New Hampshire with John & Paul Tuite Partnership. The terms of the lease call for monthly payments of \$1,000 through October 31, 2026. Rent expense under this agreement aggregated \$12,000 for the years ended June 30, 2023 and 2022.

During March of 2023, the Resource Center entered into a lease agreement for two copiers in Gorham, New Hampshire. The terms of the lease agreement calls for monthly payments of \$130 through March 9, 2028. Rent expense under this agreement aggregated \$520 for the year ended June 30, 2023.

The right-of-use asset and related operating lease liability for the above leases amounted to \$44,094 and \$48,973 for the years ended June 30, 2023 and 2022, respectively. The weighted average lease term was 3.32 and 4.16 years for the years ended June 30, 2023 and 2022, respectively. The weighted average discount rate was 1.38% and 0.98% for the years ended June 30, 2023 and 2022, respectively.

Total lease expense under these agreements totaled \$12,520 and \$10,000 for the years ended June 30, 2023 and 2022, respectively.

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

Minimum future lease payments required under the operating lease agreement in effect at June 30, 2023 were as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2024	\$ 13,560
2025	13,560
2026	13,560
2027	5,560
2028	<u>1,040</u>
Total	<u>\$ 47,280</u>

**12. IN-KIND CONTRIBUTIONS**

The Resource Center received the following in-kind contributions during the years ended June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Donated clothing, toys, and household supplies	<u>\$ 126,817</u>	<u>\$ 111,319</u>

The Resource Center's policy related to in-kind contributions is to utilize the assets given to carry out the mission of the Resource Center. If an asset is provided that does not allow the Resource Center to utilize it in its normal course of business, the asset will be sold at its fair value as determined by appraisal or specialist depending on the type of asset.

Donated supplies for the years ended June 30, 2023 and 2022 were considered contributions without donor restrictions and were recorded as food and supplies expense on the accompanying statements of functional expenses.

**13. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. 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 October 13, 2023, the date the June 30, 2023 financial statements were available for issuance.

**FAMILY RESOURCE CENTER AT GORHAM****SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

<b><u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE</u></b>	<b><u>FEDERAL ALN</u></b>	<b><u>PASS THROUGH GRANTOR NUMBER</u></b>	<b><u>FEDERAL EXPENDITURES</u></b>
<b><u>U.S. DEPT. OF HEALTH AND HUMAN SERVICES</u></b>			
<b>Passed through State of New Hampshire</b>			
<b>Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families</b>			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	2001NHCWSS	\$ 8,494
Promoting Safe and Stable Families	93.556	2001FPSS	41,788
Social Services Block Grant	93.667	2001NHSOSR	144,027
Temporary Assistance for Needy Families	93.558	19NHTANF	345,033
Maternal & Child Health Services Block Grant for States	93.994	90CA1858	11,160
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	25,598
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	41,164
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	260,060
ARPA - Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-2451	74,173
			<u>400,995</u>
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	05-95-90-902010-5771	33,678
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	05-95-90-902010-5190	17,630
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	05-95-90-902010-5771	<u>136,914</u>
			<u>188,222</u>
Foster Care - Title IV - E	93.658	05-95-042-421010-29580000	<u>7,278</u>
Total U.S. Department of Health and Human Services			<u>\$ 1,146,997</u>
Total expenditures of federal awards			<u>\$ 1,146,997</u>

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE A BASIS OF PRESENTATION**

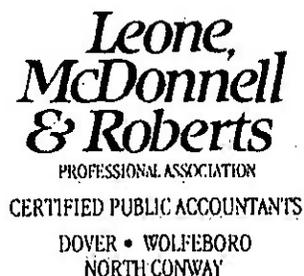
The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Family Resource Center.

**NOTE B SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE C INDIRECT COST RATE**

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.



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

To the Board of Directors of  
Family Resource Center at Gorham

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 13, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Family Resource Center at Gorham's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control.

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

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

**Report on Compliance and Other Matters**

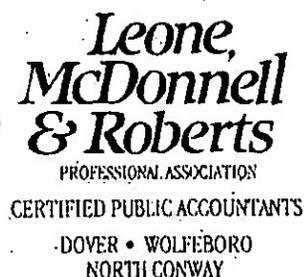
As part of obtaining reasonable assurance about whether Family Resource Center at Gorham's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have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

**Purpose of This Report**

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

*Leone, McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
October 13, 2023



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

To the Board of Directors of  
Family Resource Center at Gorham

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2023. Family Resource Center at Gorham's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Family Resource Center at Gorham complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Family Resource Center at Gorham and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Family Resource Center at Gorham's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Family Resource Center at Gorham's federal programs.

### **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Family Resource Center at Gorham's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Family Resource Center at Gorham's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Family Resource Center at Gorham's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Family Resource Center at Gorham's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Leon McDonnell ; Roberts  
Professional Association*

North Conway, New Hampshire  
October 13, 2023

**FAMILY RESOURCE CENTER AT GORHAM**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Family Resource Center at Gorham were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).
7. The programs tested as major programs were: U.S. Department of Health and Human Services, Temporary Assistance for Needy Families (TANF), ALN – 93.558.
8. The threshold for distinguishing between Type A and B programs was \$750,000.
9. Family Resource Center at Gorham Family Resource Center at Gorham was determined to be a low-risk auditee.

**B. FINDINGS – FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS—MAJOR FEDERAL AWARD PROGRAM AUDIT**

None

# the family resource center

## 2024 BOARD OF DIRECTORS

Christian Corriveau, President

[REDACTED]

Chasity Murphy

[REDACTED]

Heidi Barker, Vice President

[REDACTED]

Jess Hannigan

[REDACTED]

Bridget Laflamme

[REDACTED]

Margo Sullivan

[REDACTED]

Bronson Paradis, Secretary

[REDACTED]

Dawn Cross

[REDACTED]

Chelsea Andrea

[REDACTED]

Chrissy Grant

[REDACTED]

# PATRICIA STOLTE

## PROFESSIONAL SKILLS

---

### ADMINISTRATIVE

Over thirty-five years' experience in positions requiring administrative responsibility and problem solving abilities including; nonprofit agencies, marketing departments and human service programs:

- Knowledge of all aspects of operational, financial and compliance for non-profit and for-profit businesses
- Responsible for managing resources, developing annual budgets, monitoring and managing budgets and overseeing contracts and compliance with DHHS.
- Supervision and leadership for multiple non-profit programs with 50+ staff members
- Program design and implementation
- Development; grant writing, annual appeals and donor program implementation
- Human Resources creating policies & procedures, job descriptions, orientation and training for several agencies
- Initiated Strategic Planning process and Board Development within agencies
- Agency delegate for several state conferences, involved in coordination of all aspects of annual events, fundraising projects and marketing campaigns
- Facility and building management for several site locations
- Volunteer management, recruitment and recognition

### FISCAL MANAGEMENT

- Managing agency budget of \$2+ million with multiple program budgets
- Budget management of 3 programs with reporting to Board of Directors and agency CEO overseeing \$1.3million budget
- Budget management of advertising campaigns from \$500k to \$6 million for businesses
- Proposals for funding to state, federal and local governments for annual contracts
- Fiscal management of annual grants from NH Charitable Trust and other foundations.

### SKILLS:

- Work collaboratively with board members, staff and colleagues
- Create partnerships within the community to combine and extend resources
- Possess solid presentation, communication and organizational skills
- Knowledge of Microsoft Office, graphics programs and social media

## PROFESSIONAL EXPERIENCE:

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**The Family Resource Center,**  
Gorham NH - Executive Director

August 2015 to present

**Tri-County Community Action Programs, Inc., Berlin, NH –**  
ServiceLink Resource Center Director - 2004 to 2006  
TCCAP Division Director - 2006 to 2015

August 2004 to August 2015

**Mountain View Grand Resort**  
Whitefield, NH Public Relations Director

January 2003 to July 2004

**Berlin Main Street Program**  
Berlin, NH Executive Director

November 1997 to January 2003

**Zale Corporation/Karten's**  
Dallas/New Bedford, MA - Marketing Manager  
1991 to 1997

**Pierce-Cote Advertising Agency**  
Osterville, MA – PR & Media Manager  
1989 to 1991

**Shreve, Crump & Low,**  
Boston - Marketing Director - 1984 to 1989

**Wolfe Publishing, Pittsford NY - Advertising Sales Representative - 1984**

## EDUCATION & TRAINING

State University of New York at Fredonia, BA in Mass Communications & Business  
Monroe Community College, Rochester, New York, Associates in Business Administration  
Brighton High School, Rochester, New York

## VOLUNTEER ENGAGEMENT – PAST & PRESENT

- Involved on area non-profit boards, community groups and projects with organizations such as Coos County Health Services, Androscoggin Valley Home Care, AV Economic Recovery Committee, Head Start Board of Advisors, The Main Street Program and Androscoggin Valley Hospital Wellness Committee
- Member of NH Wellness & Prevention Council, Leadership NH North Country, Statewide Coalition of Aging Services, the Planning Committee for NH State Conference on Aging, the Coos County Coalition for Families & Children, The Endowment for Health Planning Committee and the Androscoggin Valley Community Partners

# GABRIELLE FLANDERS

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## OBJECTIVE

Highly skilled and empathetic professional with experience leading, managing and supervising professional staff in social services. Past work has included supervisory support; coaching; program planning and development and educational parenting support. Active listener with a knack for building lasting professional relationships.

## EXPERIENCE

**MARCH 2016– PRESENT**

**THE FAMILY RESOURCE CENTER**

**DIRECTOR OF FAMILY SUPPORT**

**NOVEMBER 2022- PRESENT**

**ASSOCIATE DIRECTOR OF FAMILY SUPPORT**

**JUNE 2018- NOVEMBER 2022**

**PROGRAM MANAGER**

**MARCH 2016- JUNE 2018**

- Manage and develop home visiting and family support programs in Coos and Upper Grafton county

**DECEMBER 2018 – DECEMBER 2019**

**PYRAMID MODEL COACH, I-SOCIAL NH DOE, BUREAU OF STUDENT SUPPORT**

- Provide social emotional learning practice-based coaching to designated implementation sites across northern and southern New Hampshire.
- Responsible for maintaining and submitting electronic and paper-based records in a secure manner to preserve confidentiality and document successes and progress.
- Observed workers performance and provided feedback while having tough conversations when necessary.

**MARCH 2016– PRESENT**

**SEL COACHING COORDINATOR, COOS COALITION FOR YOUNG CHILDREN & FAMILIES**

- Created and maintained an effective and efficient Coaching System around SEL to support the growing needs of the local organizations.
- Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations.
- Created and offered additional materials to enhance coaching around SEL. Reduced process gaps by supporting the effective coaching of new practitioners on best practices and protocols through supporting and creating a process.
- Delivered instruction on a broad range of topics, integrating audio-visual presentations and training materials.

- Mentored and coached new coaches by offering insight into successful procedures and implementation of program training. Created systems to facilitate in-house training and coaching; overseeing all registrations for training and professional development for all local organizations.
- Overseeing ongoing coaching in Pyramid Model, Growing Great Kids, and Mind in the Making.
- Linked with local agencies to learn their coaching needs in regards to Social Emotional Learning and supporting their engagement.

## **EDUCATION**

MAY 2015

**BACHELOR OF SCIENCE, NEW ENGLAND COLLEGE**

Dean's List

## **SKILLS**

- Reliable & Flexible
- Self-starter and Quick learner
- Ability to analyze data & be creative with outcomes
- Strength based & growth minded
- Experience supervising/managing & coaching a team
- Active Listener
- Effective public speaker
- Strategy & system thinker
- Proficient computer skills including MS Word, Excel, PowerPoint and Outlook
- Ability to multi-task, be versatile and deal with crisis situations while maintaining excellent time management skills and professionalism
- Knack for learning new technology & software

## **BOARDS, COMMITTEES, VOLUNTEERING, ETC.**

- North Country Maternity Network Advisory Board 2022- Present
- Raising Strong Families Steering Committee 2021- Present
- Substance Exposed Infant Pilot Project 2019-2020
- Coos Coalition for Young Children Leadership Workgroup

## **TRAINING, CERTIFICATIONS, SKILLS**

- Peer Recovery Support Worker- Certified RCA
- Dialectical Behavior Therapy (DBT)
- Circle of Security- Facilitator
- Boundary Spanning Leadership
- Policy & Procedure writing
- Motivational Interviewing
- Practice-Based Coach
- Reflective Supervision
- ASQ: Watch Me Grow- Facilitator

## Alysia A. Martin

### Professional Summary:

Responsible and dedicated Family Support Specialist with a goal oriented mind, leading to accomplishment of all tasks set forth. Passionate and motivated personality, with a drive for excellence. Core competencies include ability & willingness to learn, dedication to the advocacy of others, as well as excellent communication and time management skills. Handles all tasks with accuracy and efficiency.

### Skills:

Time Management and Organization

Patience

Building/Maintaining Personal and Team Relationships

Communication skills; verbal and written

Reliability

Works well under stress

Uses creative and innovative means to accomplish goals

Attention to detail

### Experience:

*Comprehensive Family Support Program Manager October 2022-Present*

*Family Resource Center-Family Support, Gorham, NH*

- Oversees daily management of the program, including but not limited to:
- Budgets, data, operations, systems, & quality assurance
- Monthly State Reporting required by the state
- Assist & monitor the billing processes for Medicaid Billing
- Assure all contract requirements are met, including defined service activities, target population numbers, and designated client assessments
- Coordinate training with the FRC Training Manager/FRC Quality Assurance Manager
- Hiring new staff
- Ensure quality of program implementation through the continuous monitoring of program activities & adherence to standards including, but not limited to:

- Documentation review, communicating recommended revisions, field observations, etc
- Maintains public relations by attending monthly collaborative meetings with: DCYF, community stakeholders, organization leadership, etc.
- Attends monthly Leadership Meetings with Executive Director & monthly Professional Development Meetings with the management team
- Attends & facilitates weekly staff meetings to provide ongoing support, professional development, etc. to Strength to Succeed staff
- Provides & documents weekly reflective/administrative supervision to all staff assigned
- Provides ongoing support to all staff they supervise through evaluation of job performance & field observations
- Processes timesheets & mileage, including approving PTO requests

*Comprehensive Family Support Program Supervisor February 2021-October 2022*

*Family Resource Center- Family Support, Gorham, NH*

- Provides & documents weekly reflective/administrative supervision to all staff assigned
- Provides ongoing support to all staff they supervise through evaluation of job performance & field observations
- Processes timesheets & mileage, including approving PTO requests

*Parent Education and Community Engagement Coordinator August 2020- February 2021*

*Family Resource Center- Family Support, Gorham, NH*

- Create and manage social media posts
- Work with programs to schedule groups, classes and events as required by scopes of service
- Set up and attend meetings with area partners to build/maintain
- 

*Quality Assurance Coordinator, December 2018-February 2019*

*Family Resource Center-Family Support, Gorham, NH*

- Interpret and implement agency standards
- Devise sampling procedures and directions for recording in reporting data
- Planning and monitoring data recording procedures
- Documentation of internal audits
- Prepare reports and communicate outcomes of quality activities
- Help identify training needs and implement training interventions where needed
- Assure ongoing compliance with quality and organizational regulatory requirements

*Family Support Specialist, June 2017-Present*

*Family Resource Center- Family Support, Gorham, NH*

- Parent education
- Home visiting
- Supervised visitations
- Weekly notes, Monthly reports
- Communication with child protective workers, doctors/nurses and other professionals as needed
- Provide community resources
- Provide community referrals

*Group Leader, August 2016-June 2017*

*Family Resource Center- Project Youth, Gorham, NH*

- Lesson Planning
- Teaching groups of children
- Writing monthly reports
- Interacting with school teachers
- Completing administrative tasks related to gathering attendance, meeting goals and file completion
- Purchasing supplies needed to complete lesson plans

*Cook, August 2015 – August 2016*

*Tri-County Cap Headstart, Berlin, NH*

- Grocery shopping
- Meal planning and preparation
- Keeping track of specialized dietary needs and ensuring proper paperwork is up to date with current guidelines
- Daily cleaning to ensure health standards are met
- Tracking of budget allowances

*Family Support Provider, October 2013 - October 2014*

*Androscoggin Valley Homecare Services, Berlin, NH*

- Observe and report any health, safety or social conditions that needed attention
- Routine housekeeping- making beds, changing linens, dusting, dishes, light house cleaning, laundry and vacuuming
- Prepare and serve meals as well as meal planning and making suggestions to improve diet. Ensuring client is eating based on specific diet prescribed by physician.  
**\*\*\*Previous client regained 20 of the 30 lbs lost due to poor nutritional intake based on suggestions that I proposed to the immediate family. Client's chronic gastrointestinal ailments improved with new suggestions also.\*\*\***

- Shopping/Marketing and simple errands (such as bill payments)
- Assist with personal grooming and other activities of daily living
- Stimulate interests of the client- reading, playing games, taking walks, baking, etc
- Keeping daily record of home visits documenting client's condition, attitude, condition of living space and other general observations.
- Provide daily time sheets for record
- Keep accurate records in accordance with Agency policy
- Adhere to agency dress code
- Protected integrity and confidentiality of client's personal and medical history as well as records. Written prior authorization from client was required to discuss any personal info about the client with anybody other than the client.

*Homemaker, October 2011 - March 2012*

*Home Healthcare Hospice and Community Services, Keene, NH*

- Prepare and maintain records of client progress and services provided, reporting any changes in client condition to manager/supervisor
- Perform housekeeping duties such as cooking, cleaning, washing laundry or dishes and running errands
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence- providing companionship, personal care or help adjusting in new lifestyle
- Transport clients to locations outside of the home such as physician's offices or outings using a motor vehicle.
- Plan, shop for and prepare nutritious meals or help the family plan, shop for and prepare nutritious meals instruct or advise clients and family members on issues such as household cleanliness, utilities, hygiene, nutrition or infant care.

*Customer Service Manager, April 2005 - January 2010*

*Walmart, Gorham, NH*

- First line in resolving customer complaints
- Assist in the hiring and training of new employees, evaluate their performance
- Prepare associate work schedules for daily/nightly tasks
- Issue and cash money orders
- Check to make sure appropriate changes were made to resolve customer problems.
- Refer unresolved customer grievance to designated department or supervisor
- Answer telephones and give information to callers, take messages and/or transfer calls to the appropriate persons.
- Complete forms in accordance with company policies
- Direct and supervise employees engaged in sales and performing services for customers.

- Monitor sales activity to ensure customers receive satisfactory customer service and quality goods.
- Enforce safety, health and security rules.
- Receive payments by cash, check, credit/debit cards and vouchers.
- Issue receipts, refunds, credits and change due to customers.
- Count money in registers during opening of shifts to ensure amounts were correct and that there was adequate change.
- Answer customer and employee questions while providing information on policies and procedures.
- Calculate total sales during a specific time period and reconcile with the total recorded sales.
- Process merchandise returns or exchanges
- Monitor checkout stations to ensure they have adequate cash and are staffed appropriately.
- Assist with duties in other areas of the store such as assistance with fitting rooms, carrying out customer orders, piercing ears in jewelry, mixing paint, etc.
- Maintain clean and orderly check out areas and complete other general cleaning duties such as sweeping/mopping the floors, dusting and emptying trash.
- Supervise others and provide on-the-job training.
- Request information and assistance using overhead paging system or personal paging devices.
- Keep periodic balance sheets of amounts and numbers of transactions on one or more checkout stations.
- Cash customer payroll checks.

**Education:**

- AS, Human Services, 1 year remaining  
White Mountains Community College, Berlin NH 03570
- Certification, Human Lactation Consultant, February 2015- February 2016 (92 contact hours)  
Lactation Education Resources, Tracy's Landing, MD
- Certification, Medical Assistant, January 2009- January 2010  
U.S. Career Institute, Fort Collins, MO
- High School Diploma, General Education with 2 year Early Childhood Education technical career education
- Berlin Senior High School, Berlin, NH

**Trainings:**

Positive Solutions for Families Facilitator  
Positive Solutions for Families/Family Resource Center, February 2023, 5 Hours

NARCAN Administration  
Strength to Succeed/Family Resource Center, January 2023, 1 Hour  
Home Visitor Safety  
Family Resource Center, January 2023, 2 Hours

Ages and Stages Developmental Screening  
Coos Coalition for Young Children and Families, September 2022 (September 2017), 1.5 Hours

Standards of Quality for Family Strengthening and Support  
National Family Support Network, August 2022 (November 2020, October 2018)

Family Engagement Series: Self-Assessing Family Engagement  
Department of Education: Bureau of Student Support, April 2022, 1.5 Hours

Teaching Pyramid Model Observation Tool (TPOT) Refresher  
Department of Education: Bureau of Student Support, April 2022, 6 Hours

DCYF Reporting Laws  
Family Resource Center, April 2022, 2 Hours RE-MAP Virtual Supervisor Training Program  
Great Kids Inc., March 2022, 15 Hours

Motivational Interviewing Practice of Supervision and Coaching  
Rutgers- Center of Alcohol and Substance Use Studies, February 2022, 9 Hours

Recovering Together Café Training  
Be Strong Families, September 2021, 18 Hours

Protective Factors Survey. 2<sup>nd</sup> Edition  
FRIENDS National Resource Center for CBCAP, July/August 2020

Child Passenger Safety Technician  
Safe Kids Worldwide/Injury Prevention Center Lebanon, April 2020, 24 Hours

Choose Love Movement: Choosing Hope&Resilience, Tapping Solutions  
Jessie Lewis Choose Love Movement, April 2019, 2.5 Hours

Teaching Pyramid Infant Toddler Observation Scale (TPITOS) Reliability  
Department of Education Bureau of Student Support, June 2019, 10 Hours

Parent Survey for Community Outreach  
Healthy Families America, May 2019, 28 Hours

Pyramid Model Peer-to-Peer Practice Based Coaching Training  
Department of Education- iSocial Training, March 2019, 5 Hours

Optimizing Care for Mothers & Babies Affected by Prenatal Substance Exposure: Summit to  
Address Pans of Safe Care in New Hampshire  
JSI Research and Training Institute Inc. , January 2019, 6 Hours

Motivational Interviewing – Healthy Families of America  
Motivational Interviewing Network of Trainers, October 2018, 13 Hours

Recovery Coach Academy  
Connecticut Community for Addiction Recovery CCAR, August 2018, 30 Hours

Pyramid Model: Strategies to Promote the Social-Emotional Competency of Infants and Toddlers  
The Pyramid Model Consortium, June 2018, 24 Hours

Management of Aggressive Behavior (MOAB)  
MOAB Training International, Inc., May 2018, 4 Hours

Nurturing Parenting Program  
Family Development Resources, Inc., May 2018, 18 Hours

Pyramid Model Readiness Training- Is your Community Ready?  
Preschool Technical Assistance Network@Seresc and Project LAUNCH, April 2018, 6 Hours

Integrated Strategies for Home Visiting  
Healthy Families of America, February 2018, 40 Hours

Critical Time Intervention  
Center for the Advancement of Critical Time Intervention, December 2017

Growing Great Kids- Prenatal to 36 Months Tier 1  
Great Kids, Inc., August 2017, 40 Hours

Trauma Informed Care to Support Health and Well-Being  
New England Public Health Training Center, July 2017, 1 Hour

Parents Interacting with Infants  
The Pyramid Model Consortium/Project Launch, June 2017, 12 Hours

Mental Health First Aid  
National Council for Behavioral Health, April 2017, 8 Hours

**Volunteerism/Community Service:**

- Children's Church Ministry Leader, August 2017- December 2019
- Harvest Christian Fellowship, Berlin NH 03570
- Committee Chair Person, 2015- June 2020
- Cubscout Pack 205, Berlin NH (Boy Scouts of America)
- Den Leader, 2014-February 2020
- Cubscout Pack 205, Berlin NH (Boy Scouts of America)

# Tina M. Holmes

## **CRSW SERIES | 2018 | CONNECTICUT COMMUNITY OF ADDICTION RECOVERY (CCAR) AND CHOICES RECOVERY TRAINING ACADEMY**

- Recovery Coach Academy
- Ethical Considerations for Recovery Coaches
- HIV/AIDS and Other Infectious Diseases
- Suicide Prevention
- Motivational interviewing
- Supervising CRSWs
- Naloxone Administration ToT

### **PROBLEM SOLVING**

- Results-oriented problem solver
- Skilled at evaluating options and generating solutions

### **TEAMWORK**

- Possess strong commitment to team environment dynamics
- Enjoy working as a team member as well as independently
- Team leader and team player
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker
- Speaking in public and to groups
- Excellent presentation skills

**COMPREHENSIVE FAMILY SUPPORT SERVICES SUPERVISOR AT FAMILY RESOURCE CENTER (FRC) | 2023- PRESENT**

**PARENT PARTNER, CRSW, AND FAMILY ENGAGEMENT LIAISON AT FAMILY RESOURCE CENTER (FRC)| 2019 – 2023**

- Assist individuals who have had their children removed from their custody by Division of Children, Youth, and Families (DCYF) due to Substance Use Disorder
- Help to obtain and maintain recovery, provide resources, support throughout court appearances, and transportation to appointments
- Utilize computers and devices daily as a form of communication and documentation
- Provide accurate and federally compliant client documentation
- Receive weekly reflective supervision from my direct supervisor, as well as monthly clinical supervision from a Licensed Alcohol and Drug Counselor
- In charge of engaging families and completing intakes.
- Motivational Interviewing Coach
- Trained as a coder for Motivational Interviewing recordings to help others grow and achieve proficiency.
- Develop and nurture close relationships with DCYF staff

**RECOVERY COACH AND OUTREACH COORDINATOR AT NORTH COUNTRY SERENITY CENTER| JUNE 2018 – SEPTEMBER 2018**

- Assisting clients to access treatment for Substance Use Disorder, provide resources, and support
- Coordinating outreach and fundraising

**Additional Training and Contributions**

- HIPAA Compliance
- Recovery Coach Academy: Trainer
- Ethical Considerations: Trainer
- Suicide Prevention: Trainer
- Naloxone Administration: Trainer
- Seated on the board of directors for New Hampshire Drug Abuse and Alcohol Counselor's Association (NHADACA)
- Certified Recovery Support Worker (CRSW)
- SBC supervisor
- Motivational interviewing coach and coder

**LEAH J. WHITE**

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**Education**

**University of New Hampshire**

*Bachelor of Arts: Psychology, December 2008*

*Bachelor of Arts: Justice Studies, December 2008*

**Work Experience**

**Quality Assurance Manager, February 2022-present**

Family Resource Center, Gorham, NH

**Quality Assurance Coordinator, March 2020 –February 2022**

Family Resource Center, Gorham, NH

Analyze and track data; identify and communicate areas in need of improvement; develop continuous quality improvement plans; assure program is adhering to Best Practice Standards; provide ongoing support to staff through training and providing professional development opportunities.

**Family Support Specialist, August 2017-Present**

Family Resource Center, Gorham, NH

Initiate and maintain regular and long-term contact/support with families within the family's home. Provide interventions that are family-centered, strength-based, and directed at: establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to problem solve and assume the role of advocate for themselves and their children.

**Respite Provider, October 2015-2017**

Provide relief for home care provider.

**Home Care Provider, May 2012-October 2015**

Contracted with Northern Human Services, Berlin, NH

Welcomed an individual with disabilities to reside in personal residence. Provided supports in all aspects of daily living, including personal care and medication administration. Attended trainings specific to individual's medical needs to provide informed care catered to the specific needs of the individual. Completed a minimum of 10 hours of training per year. Advocated for individual's wants and needs with a focus on human rights. Transferred individual utilizing a barrier free hooyer lift.

Maintained all medical documentation. Assisted individual in meeting goals and documented in monthly progress notes.

**Residential Program Manager, June 2011-May 2012**

Easter Seals, Lancaster, NH

Managed operation of therapeutic residential placement for adolescent boys. Arranged daily schedules and activities for residents. Assured completion of all essential documentation. Provided weekly staff supervisions, monthly staff meetings and completed performance evaluations as necessary. Interviewed, hired and trained staff in accordance to the agency's mission and state regulations. Handled all petty cash. Focused on maintaining a positive and professional work environment to ensure all needs of individuals were met.

**Residential Instructor, October 2010-June 2011**

Easter Seals, Lancaster, NH

Supervised and counseled residents in a living environment. Assisted residents with activities of daily living focused on treatment plans and completed all necessary documentation in accordance with state regulations.

**Assistant Program Director, March 2010-October 2010**

Bridgewell, Beverly, MA

Assisted in daily operation of a residential home for individuals with disabilities. Managed medical, clinical and financial needs of individuals. Conducted interviews. Trained and supervised staff by providing leadership with a focus on team building.

**Direct Support Professional, January 2009-March 2010**

Bridgewell, Haverhill, MA

Provided support and assisted individuals with activities of daily living in a residential home. Provided services to individuals according to DMR regulatory standards, administered medications according to MAP regulations and maintained core training certifications. Worked at DMH program for initial 7 months with adults afflicted with mental illness.

**Respite/Relief Residential Youth Counselor, October 2008-January 2009**

Odyssey House, Hampton, NH

Supervised and counseled residents in a living environment, participated in groups, planned and assisted residents with daily therapeutic activities, behavioral tracking and documentation.

**Front-End Assistant Manager, June 2002-January 2009**

Market Basket, Plaistow, NH

Assisted front-end manager with maintaining smooth operation of check-out area, handled money transactions, addressed customer complaints in a professional manner and supervised cashiers.

**Internships**

**Sexual Assault Support Services, Summer 2008**

165 hour internship. Completed 36 hours of crisis intervention training with SASS. Provided support to sexual assault survivors and their families at child advocacy centers for their interviews with police departments, crisis counseled survivors on crisis hotline and provided referrals to victims of sexual assault to community services.

**New Outlook Teen Center, Fall 2006**

20 hour internship. Served as role model for young teenagers and organized donations for annual Christmas party.

**Certifications**

- Certified Lactation Counselor
- Peer recovery Support Worker-certified
- Growing Great Kids Curriculum tier 1(0-3) certified
- Trained in Motivational Interviewing-evidenced based counseling approach to health care
- Health Families of America-Evidenced based model certified Family Support Worker
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children trained

**Tikatia  
Morris**  
**Training &  
Development  
Manager**

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**Tikatia Morris**

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**Skills**

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client needs assessment; Microsoft Office Suite; file management; conflict resolution; case management; organized; effective public speaker; reliable; strategic thinker; event planning; team player; marketing and media relations; computer-savvy; logo design; website graphics; atypical problem solving; self-motivated; divergent thinking; critical observation, self-management; classical education tutoring methods; attention to detail; creativity; motivational interviewing; peer coaching; reflective supervision; solution-based casework

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**Experience**

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**The Family Resource Center / Training & Development Manager**

December 2019 - January 2022

Created and maintained an effective and efficient learning management system to support the growing organization; Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations. In-depth knowledge of the scope of services for all programs offered at the FRC; Created and offered additional materials to enhance training. Reduced process gaps by supporting the effective training of new hires on best practices and protocols through supporting and creating a train the trainer process. Delivered instruction on a broad range of topics, integrating audio-visual presentations and training materials. Mentored and coached new trainers by offering insight into successful procedures and implementation of program training. Created training schedules to meet the hiring demands of all FRC programs. Created systems to facilitate in-house training and coaching; overseeing all registrations for training and professional development for all programs. Overseeing ongoing coaching in motivational interviewing, solution-based casework, and peer coaching within programs; developed a professional development workgroup to facilitate more in-house training and provide feedback and support to trainers;

**The Family Resource Center / Administrative Support Specialist / Training & Family Support Coordinator**

December 2019 - January 2022

Provide administrative support to all areas of the family support program; Tracked and submitted employee timesheets to accounting department for payroll processing. Managed electronic calendars using G-Suite and scheduled meetings, appointments and conference calls; assisted in overseeing organizational transfer from G-Suit to Office 365; Created and maintained computer- and paper-based filing and organization systems for staff training records, reports, and documents. Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations. Executed special objectives and projects in response to the Program Director's requests. Created and offered additional materials to enhance training. Reduced process gaps by effectively training new hires on best practices and protocols. Documented participant attendance, engagement, and progress. Delivered instruction on a broad range of topics, integrating audio-visual presentations and training materials. Mentored and coached new employees by offering insight into successful task prioritization. Created training schedules to meet the hiring demands of all FRC programs. Created systems to facilitate in-house training and coaching; overseeing all registrations for training and professional development for all programs.

**The Family Resource Center / Edward Fenn ASP Group Leader & Coach**

August 2019 - PRESENT, Gorham

Established a positive, safe, and stimulating learning environment for all students. Cultivated strong

relationships with students by listening carefully and offering positive reinforcement. Utilized the Choose Love curriculum to encourage and support social-emotional learning with all enrolled students, weekly classroom observation for implementing pyramid model strategies in the classroom and with staff; provide monthly one-on-one coaching sessions with all ASP staff to encourage growth support in pyramid model and social-emotional instruction to students

### **The Family Resource Center / Family Support Specialist**

November 2018 - December 2019, Gorham

Built solid and trusting rapport with children and families, fostering communication to meet case needs. Worked to improve and enhance client lives through effective and compassionate care. Documented data and completed accurate updates to case records. Collaborated with community program leaders and advocates to make resources accessible to those in need. Interviewed individuals and families to assess needs and provide informational resources. Referred clients to appropriate team members, community agencies and organizations to meet treatment needs. Photographed to produce high-quality images for both print and Internet distribution. Developed creative design for marketing packages, including print materials, brochures, banners, and signs. Used publisher and photoshop to develop product mockups and prototype designs.

### **NH Homeschooling Families / Private Tutor**

September 2013 - January 2018, Throughout NH & VT

Tutored over 20 struggling, average and advanced students in elementary through high school Classical Education course materials in Mathematics, Grammar and Language Arts, History, Science, Latin, and Logic. Created special handouts, study guides and assessments to evaluate and boost student knowledge. Spearheaded group tutoring sessions to help students struggling in similar areas. Coached and mentored junior tutors on successful classical education teaching strategies and time management.

### **Self-Employed / Freelance Photographer and Graphic Design**

April 2012 - September 2018, Throughout NH

Planned and prepared for all on-location shoots. Inspected proofs to ensure the quality of prints, adjusting and retouching as necessary. Applied digital styling techniques to enhance photos. Maintained consistent use of graphic imagery in materials and other marketing outreach. Edited existing PowerPoint slides to enhance the corporate message. Updated computer graphic files using graphics software programs. Generated computer graphics and page-layout software, graphic elements and photography. Provided high-quality results in a timely manner.

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## **Education**

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### **Plymouth State University / English Education**

August 1999 - June 2000, Plymouth

### **Laconia High School/ High School Diploma**

August 1998 - June 1999, Laconia

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## **Certifications and Trainings**

2019-02

Pyramid Model Infant/Toddler Modules 2 & 3

ASQ: Introduction to Watch Me Grow for Coos County Early Childhood Professionals

Pyramid Model Peer-to-Peer Practice-Based Coaching

Parents Interacting with Infants (PIWI)

Pyramid Model Preschool Modules 1, 2, & 3

CCAR Ethical Considerations for Recovery Coaches

Growing Great Kids: Prenatal to 36 Months Tier 1

Certified TIPITOS Observer (certification date 07.19.19)

Certified TPOTS Observer (certification date 07.16.19)

Be Strong Families Parent Cafe Training

Recovery Coach Academy

NH Child Care Licensing Orientation for Licensed and License-Exempt Providers

**2020**

Equity, Autonomy and Substance Use Disorder: Lifecourse Considerations for Pregnant and Parenting People

Strengthening Families Framework Overview & Community Cafe

Certificate in Grandfamilies Leadership

**2021**

Boundary Spanning Leadership

Performance Evaluation

SBC Initial Training Course (Solution-Based Casework)

Motivational Interviewing: The Basics

Intermediate Motivational Interviewing

Motivational Interviewing: Advancing the Practice

MITI Coding

**2022**

Enneagram Spectrum Training & Certificate Program

Great Kids REMAP

Motivational Interviewing: MICA and Coaching

## Sandra Patrick

[REDACTED]

I am seeking a full-time position using the professional skills I have acquired through schooling, continued education and training, and experience. I work well independently as well as with others, and I enjoy learning new skills. Thank you in advance for considering my employment.

### Work Experience

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#### **Director of Music and Organist**

Good Shepherd & Holy Family Parishes - Berlin, NH

2016 to August 2021

- Played Casavant Pipe Organ, NORD keyboard, and other electric organs for weekend Masses, funerals, weddings, and other special occasions
- Directed adult choir rehearsals weekly along with youth and children's choirs
- Planned Liturgies for all Masses
- Participated in VBS Music Program
- Taught Music Theory and Choir for one semester at Salve Regina Academy

#### **Owner**

Optimal Fitness - Berlin, NH

2013 to December 2016

- Managed a Ladies Fitness Center
- Payroll
- Accounts Receivable and Accounts Payable
- Newspaper and Online Advertising
- Membership Dues

#### **Administrative Assistant / Grants Coordinator / Accounts Receivable**

Tri-County Community Action Program, Inc - Berlin, NH

October 2009 to September 2016

- Maintained and organized Grant Binders year to year
- Grant Writing
- Directed Children's Summer Camp for two summers and Taught for one summer
- Accounts Receivable with Daily Reconciliation of Bank Accounts
- Copying, Filing, E-mail Communications, Letter Writing, Other Miscellaneous Duties

#### **Administrative Assistant for NFHP, AVCoC, AVER**

Tri-County Community Action Program, Inc - Berlin, NH

2007 to 2009

- Took Minutes from various boards and committees and Transcribed
- Ran Events and helped with many others
- Handled most inquiries

- Maintained Database Records and Membership Records
- Created Spreadsheets and Forms
- Point of Contact for the Northern Forest Heritage Park and the Androscoggin Valley Chamber of Commerce

### **Human Resource Manager and Special Events**

Town & Country Motor Inn - Shelburne, NH  
February 2004 to November 2007

- Created Policy Manual, Attendance Management Records, Monthly Newsletters, and Suggestion Box for employees
- Created many Employee Benefits with management approval
- Planned first and subsequent yearly Employee/Family Picnics
- Replied to all applicants and Interviewed possible candidates for various positions at establishment
- Planned Town & Country's 50th Anniversary Gala
- New Year's Eve Party Reservation Director
- Front Desk Attendant when needed

### **Administrative Assistant**

Northern White Mountain Chamber of Commerce - Berlin, NH  
2000 to 2004

- Accounts Payable and Accounts Receivable
- Took Board Minutes and Transcribed
- Served on many Committees to bring about community events
- Assisted Executive Director
- Wrote Press Releases and Edited others
- Handled most inquiries
- Maintained Membership Information, Website, and Community Calendar

### **Recruiting Assistant and Enumerator**

United States Bureau of the Census - Berlin, NH  
November 1999 to July 2000

- Set up Testing Sites and Presented/Graded tests for Enumerators
- Worked with several North Country Elementary Schools and presented the Census 2000 to students, as well as at other Community Events
- Traveled the state as an enumerator

### **Staff Representative**

United States Senate Bob Smith - Berlin, NH  
1990 to 1998

- Handled all Constituent Concerns and all Inquiries
- Computer Work
- Represented the U.S. Senator at numerous events and Read Letters Aloud written by him to those in attendance

### **Front Desk Associate**

Town & Country Motor Inn - Shelburne, NH  
1983 to 1988

- Receptionist Duties

- Handled Cash, Computer Work and Reservations
- Assisted in Payroll for 150 Employees
- Primary Contact for Group Tours

## Education

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### **Associate's degree in Secretarial Science**

SUNY Canton - Canton, NY

September 1979 to May 1981

### **High school diploma**

Mt. Greylock Regional High School - Williamstown, MA

September 1975 to June 1979

## Skills

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- Accounts Receivable
- Writing Skills
- Payroll
- Accounts Payable
- Office Management
- Grant Writing
- Event Planning
- Human Resources Management

**AIMEE LAWSON**

**Education**

Associates Degree in Early Childhood Education

White Mountains Community College, Berlin, NH, September 2015-May 2019

Entry Level Child Care Certificate

White Mountains Community College, Berlin, NH, January 2014-August 2015

**Experience**

Family Support Specialist, Family Resource Center, Gorham, NH, July 2019-Present

- Provide ongoing support to families with supervised visits, and work with DCYF for reunification
- Assist families in learning parenting skills, and understanding early childhood development
- Complete documentation; and Medicaid billing

Associate Preschool Teacher, Littleton Head Start, Littleton, NH, September 2014-May 2019

- Assisted in the care and education of 17 preschool aged children in a center-based setting
- Created weekly developmentally appropriate lesson plans, and maintained a safe and caring environment
- Used weekly child observations to create individual assessment portfolios using Teaching Strategies Gold
- Worked 40 hours per week

Assistant Toddler Teacher, Creative Kids Learning Center, Whitefield, NH, March 2012-July 2014

- Assisted in the care of 7 toddlers in a center-based setting, and maintained a safe and nurturing environment
- Assisted in preparing for weekly activities, and assisted with child observations
- Worked 40 hours per week

Substitute Teacher, Lakeway Elementary School, Littleton, NH, September 2011-March 2011

- Substitute taught in K-5 classrooms
- Worked for 12-18 hours per week

**Related Workshops/Training**

Ages and Stages Developmental Screening

Participated for 1.5 hours Gorham, NH 1.29.2020

Child Health Training

Participated for 2 hours on 12/11/2019

Recovery coach academy

Participated in July 2019

New Hampshire Training Institute on Addictive Disorders: HIV trends & treatment

Participated for 6 hours on August 2019

Pyramid Model: Module 2, Littleton, NH. 2018

Participated for 5.5 hours

Active Supervision, Littleton, NH. 2018

Participated for 3 hours

Data Analysis, Littleton, NH. 2018

Participated for 1 hour

Exploring Mathematics with Creative Curriculum in Preschool, Littleton, NH. 2018

Participated for 5.5 hours

Linking Curriculum and Assessment, Littleton, NH. 2018

Participated for 5.5 hours

Home Visitor Safety, Littleton, NH. 2018

Participated for 2.5 hours

Sudden Infant Death Syndrome (SIDS) and Prevention of Shaken Baby Syndrome and Abusive Head Trauma, Littleton, NH 2014-2017

Participated for 1 hour

Trauma Informed Early Childhood Services, Littleton, NH. 2015, 2016

Participated for 8.5 hours total

HS Early Learning Outcomes Framework, Littleton, NH. 2016

Participated for 1.5 hours

Staff Well-Being, Littleton, NH. 2016

Participated for 3 hours

ASQ, Littleton, NH. 2018

Participated for 1.5 hours

OSHA and Fire Safety, Littleton, NH. 2015

Participated for 1.5 hours

Team Building, Littleton, NH. 2015

Participated for 1.5 hours

TCCAP HR Policies, Procedures, Benefits, TCHS Program Governance, Family Engagement, ASQ, Littleton, NH. 2015

Participated for 3.5 hours

Administering Medication in Child Care Settings, Littleton, NH. 2014-2018

Participated for 1 hour each year

Building and Physical Premises Safety in New Hampshire, Littleton, NH. 2014-2018

Participated for 1 hour each year

Emergency Preparedness and Response Planning, Littleton, NH. 2014-2018

Participated for 1 hour each year

Food Allergies: Recognizing Allergic Reactions and Meal Planning in Child Care and Afterschool Settings, Littleton, NH. 2014-2018

Participated for 1 hour each year

Infectious Disease Control: Kick Those Germs to the Curb!, Littleton, NH. 2014-2018

Participated for 1 hour each year

New Hampshire Child Care Licensing Orientation for Licensed & License-exempt Providers, Littleton, NH. 2018

Participated for 1 hour

Recognizing and Reporting Suspected Child Abuse in New Hampshire, Littleton, NH. 2014-2018

Participated for 1 hour each year

Behavioral Management: TS Gold Hatch, Littleton, NH. 2014

Participated for 6.5 hours

Working with Families with Mental Illness, Littleton, NH. 2014

Participated for 5.5 hours

### **Activities**

Phi Theta Kappa Honor Society, 2016-present

Mentored Early Childhood Students at White Mountains Community College, 2016-2017

### **Honors/Awards**

President's Leadership Award, 2017

Vice President's List & President's List, White Mountains Community College, 2014-2019

### **References**

Available upon request

**Karen Wheeler**

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## Summary

Dedicated to strong family values; believes in the benefits of early childhood education and the importance of overall physical and mental wellness. Interested in helping others, and wanting to make a positive impact on families in our local community. Willingness to learn and take on new opportunities and challenges. Years of experience in raising three children who have moved on to post-secondary education and careers. Ready to make a difference and take on meaningful work.

## Skills

- Reliable and Responsible
- Strong People Skills and Ability to Form Relationships
- Good Listener
- Adaptable and Willing to Learn
- Team Player
- Good Communicator
- Creative
- Organized and Detail Oriented

## Experience

Vintage Junky

November 2013 to Current

### Retail Salesperson

Berlin, NH

- Greets each customer and offers assistance in finding requested items, helping boost customer satisfaction and retention.
- Initiates friendly conversation with customers to determine level of assistance required.
- Assists customers by asking open-ended questions to understand needs and suggest suitable merchandise.
- Calculates sales, collects payments to process transactions.
- Maintains current store, arranges merchandise for display.
- Responsible for opening and closing the store.

Milan Village School SAU20

January 2019 to January 2020

### Substitute Teacher/Paraprofessional

Milan, NH

- Provided classroom support through planned instruction and individual lessons.
- Monitored student behavior at lunch and recess.
- Assisted teacher as needed.

Private Home

January 2014 to January 2017

### Caregiver

Gorham, NH

- Maintained clean and well-organized environment for client happiness and safety.
- Improved client outlook and daily living through compassionate care.
- Drove client to shop for groceries, attend doctor appointments and run errands.
- Assisted client with bathing, dressing, daily hygiene care, medication and grooming.
- Planned and prepared nutritious meals and snacks.

- Decorated for and coordinated refreshments for school function and events.
- Raised Funds through annual programs.
- Maintained record of school wide volunteer hours.
- Supported staff appreciation week by providing a volunteer luncheon.
- Completed the annual Blue Ribbon Achievement Award Application.
- Created an opportunity for residents from a local nursing home to attend our annual daytime Christmas Concert.
- Created an opportunity for local women and men to attend aerobic exercise sessions and kick boxing classes at the school gym in the evening hours.
- Volunteered in classrooms and at all events.

Holman Cooking Equipment Inc.

January 1993 to January 1993

**Office Assistant**

Saco, ME

- Collected and coded various documents to prepare for filing, storage and processing.
- Answered the phone and directed calls to the right department.

The Inn at Essex

January 1991 to January 1993

**Front Office Manager/Resident Manager**

Essex Junction, VT

- Provided excellent customer service to enhance the client's experience/satisfaction and to ensure repeat business.
- Answered phones to respond to customer inquiries and transferred calls to appropriate staff members.
- Responsible for the hotel reservation system.
- Organized resources and staff necessary to handle requirements and maintain strong service levels.
- Maintained important files, running reports and delivering updates on occupancy and revenue.
- Created and optimized employee schedules for shift coverage.
- Planned customized itineraries for guests with special activities to support local tourism and entertainment industries.
- Recruited and trained new employees to meet job requirements.
- Assisted as needed in various departments during peak season.
- Coordinated with other department heads to ensure the completion of maintenance requests, airport shuttle service, and housekeeping needs.
- Resided on premises to provide an on-site presence for emergencies and to respond to any staff needs or guest requests during off hours.

The Inn at Essex

January 1990 to January 1991

**Sales and Marketing Representative**

Essex Junction, VT

- Developed positive relationships with new and existing customers, leading to increased sales opportunities.
- Responsible for booking hotel events and functions.
- Attended marketing-related networking events to build company presence in community and foster relationships with prospective customers.
- Planned and oversaw print advertising; as well as created seasonal packages for hotel guests.
- Followed leads obtained through direct referrals, leading to event bookings and room sales.
- Worked with Food & Beverage to coordinate booked events and conferences.

# Amie Davis

[REDACTED]

Dedicated worker with excellent communication, time management and computer skills. I am aiming to leverage my abilities to successfully fill the position at your facility. Frequently praised as hardworking by my peers, I can be relied on to help your facility achieve its goals.

## Work Experience

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### **Personal Support Specialist**

PSS | Lemon Home Care  
June 2022 to Present

Caring for clients in their home with any personal care needs as well as home care needs  
Running errands for clients and keeping up with supplies needed.

### **Personal Support Specialist**

In Home Senior Services - Gorham, ME  
November 2020 to June 2022

Built strong relationships with clients to deliver emotional support and companionship.  
Engaged patients in meaningful conversation, socialization, and activity while providing personal care assistance:  
Assisted with dressing guidance, grooming, meal preparation, and medication reminders.  
Assisted with feeding and monitored intake to help patients achieve nutritional objectives.  
Maintained clean personal areas and prepared healthy meals to support client nutritional needs.

### **Cosmetologist/ Manager**

SMART STYLE  
September 2013 to November 2020

Worked with clients and their hair care needs  
Managed and maintained a salon  
Customer service, computer skills, and any business needs.

## Education

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### **Clinical Medical Assistant**

Northeast Technical Institute - Auburn, Maine, US  
February 2023

### **High School Diploma**

Telstar High School - Bethel, ME, US  
June 2012

## Skills

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- Effective communicator Reliable  
Phlebotomy Goal oriented  
Empathic personality Customer Service  
Flexible CPR Certified

## Certifications and Licenses

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### **CCMA Certification**

### **CPR Certification**

**CONTRACTOR NAME- The Family Resource Center at Gorham**Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Patti Stolte	Executive Director	\$84,033	5%	\$15,539.16
Gabrielle Flanders	Director of Family Support Services	\$58,000	50%	\$30,466.80
Open Position	Clinician	\$56,420.00	14%	\$8,060.00
Alysia Martin	Program Manager of CFSS	\$46,265.40	50%	\$24,078.60
Tina Holmes	Supervisor of CFSS	\$42,442.40	50%	\$21,621.60
Leah White	QA Manager	\$45,864	14%	\$6,739.20
Kat Morris	Training Manager	\$43,680.00	14%	\$6,240.00
Sandy Patrick	Data Entry	\$38,857	28%	\$11,206.00
Aimee Lawson	Family Support Specialist	\$34,889	50%	\$18,664.10
Amie Davis	Family Support Specialist	\$34,889.40	100%	\$34,889.40
Open Position	Family Support Specialist	\$32,760.00	100%	\$32,760.00
Karen Wheeler	Family Support Specialist	\$38,948.00	100%	\$38,948.00
Open Position	Intake Coordinator	\$37,328.20	28%	\$10,665.20



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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
***DIVISION OF ECONOMIC & HOUSING STABILITY***

Lori A. Shibley  
 Commissioner

Karen E. Hebert  
 Director

129 PLEASANT STREET, CONCORD, NH 03301  
 603-271-9474 1-800-852-3345 Ext. 9474  
 Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

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

Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shabinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Family Resource Center at Gorham ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.5, Staffing, Subsection 1.5.7., Paragraph 1.5.7.1., to read:  
1.5.7.1. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
  - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
  - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

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

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

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

The Family Resource Center at Gorham

8/24/2022

Date

*Patti Stolte*

Name: Patti Stolte

Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

---

8/29/2022

Date

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:



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man

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF ECONOMIC & HOUSING STABILITY**

Lori A. Shilbette  
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474

Christine L. Santanella  
Director

Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbhs.nh.gov

June 26, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,682
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

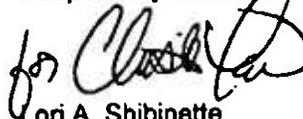
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner



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

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>LRCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint-- Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-411010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF. IHHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

100% Federal, CFDA #93.645, Title IV-B

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-1002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORLIAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORLIAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-042-421018-19730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

190% Federal, CFDA #92.556, Promoting Safe and Stable Families WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.23
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.23
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.23
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.23
Total:				\$8,884.00	\$3,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
Total:				\$21,236.00	\$5,309.00

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-012-421010-79640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF

IIIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CEBA #93.667, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-H002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAYTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177151-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-41270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: PAIN INHITANE

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,451.80

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (FKA Family First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 134703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

05-095-045-450010-61460000-502-500891-45030296 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT. OF. IIHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS  
 100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN 19NITANE

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42103874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154763-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**TITE FAMILY RESOURCE CENTER AT GORTIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SQFSER SQF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**TITE FAMILY RESOURCE CENTER AT GORTIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SQFSER SQF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

**03-095-090-901018-51906000-102-500731-90004009 HEALTH AND SOCIAL SERVICES; HEALTH AND HUMAN SVCS DEPT OF  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES; MATERIAL AND CHILD HEALTH  
100% Federal Funds, CFDA #93.994, Federal Funds from JIRSA**

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
Total:				\$30,556.24

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (RENEE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**LANES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
Total:				\$25,728.00

**THE FAMILY RESOURCE CENTER AT CORNHAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
Total:				\$29,036.00

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
Total:				\$14,768.00
Sub-Total:				\$245,564.00

**05-095-042-421010-19580000-645-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF: HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds**

**WAYPOINT (FKA) CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
Total:				\$173,152.00

**WAYPOINT (FKA) CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
Total:				\$36,876.00

**WAYPOINT (FKA) CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
Total:				\$204,000.00

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 134114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154763-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$206,000.00

**FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

**HOME HEALTHCARE, HOSPICE, AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,656,620.00	\$229,999.00

Subject: Comprehensive Family Support Services RFP-2021-DEHS-02-COMPR-04

**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.**

<p>1.1 State Agency Name New Hampshire Department of Health and Human Services</p>		<p>1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857</p>	
<p>1.3 Contractor Name The Family Resource Center at Gorham</p>		<p>1.4 Contractor Address 123 Main Street Gorham, NH 03581</p>	
<p>1.5 Contractor Phone Number (603) 466-5190</p>	<p>1.6 Account Number 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734, 05-095-045-450010-61270000-102-500731, 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004</p>	<p>1.7 Completion Date <del>June 30, 2020</del> June 30, 2024 <i>JS</i></p>	<p>1.8 Price Limitation \$1,478,084</p>
<p>1.9 Contracting Officer for State Agency Nathan D. White, Director</p>		<p>1.10 State Agency Telephone Number (603) 271-9631</p>	
<p>1.11 Contractor Signature <i>Patti Stolte</i> Date: 6/24/20</p>		<p>1.12 Name and Title of Contractor Signatory <i>Patti Stolte, Executive Director</i></p>	
<p>1.13 State Agency Signature <i>Christine Santaniello</i> Date: 6/25/20</p>		<p>1.14 Name and Title of State Agency Signatory Christine Santaniello, Director, DEHS</p>	
<p>1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</p>			

Contractor Initials *JS*  
Date *6/24/20*

By:	Director, On:
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable)	
By: <i>/s/Christen Lavera</i>	On: 6/28/20
1.17 Approval by the Governor and Executive Council (if applicable)	
G&C Item number:	G&C Meeting Date:

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

**8. EVENT OF DEFAULT/REMEDIES:**

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

**9. TERMINATION.**

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

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

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

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

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

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

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

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

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

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

Contractor Initials PS

Date 6-24-20

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

#### 14. INSURANCE.

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

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

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

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

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

#### 15. WORKERS' COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

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

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020.

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

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

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

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

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**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

- 1.1.1. The Contractor shall provide services to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who are:
  - 1.1.1.1. At risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy;
    - 1.1.1.1.2. Health and nutrition;
    - 1.1.1.1.3. Education and employment;
    - 1.1.1.1.4. Parenting challenges;
    - 1.1.1.1.5. Social isolation;
    - 1.1.1.1.6. Substance use disorders;
    - 1.1.1.1.7. Mental health events;
    - 1.1.1.1.8. Child abuse and neglect;
    - 1.1.1.1.9. Substance exposed infants;
  - 1.1.1.2. Perinatal families of substance exposed infants; and
  - 1.1.1.3. At risk for child abuse and neglect.
  - 1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.
- 1.1.2. The Contractor shall provide services at 123 Main Street, Gorham, NH and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Berlin District Office Catchment Area.
- 1.1.3. The Contractor shall provide voluntary Comprehensive Family Support Services.
- 1.1.4. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.5. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 9:00 AM to 4:00 PM, excluding state and federal holidays.
- 1.1.6. The Contractor shall obtain the FRC-Q designation no later than the contract completion date, ensure a formal FRC-Q application is submitted to the New Hampshire Children's Trust and the Wellness

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and Prevention Committee no later than April 1, 2021.

- 1.1.7. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.8. The Contractor shall attend quarterly meetings for Comprehensive Family Support Services (CFSS), as scheduled by the Department.
- 1.1.9. The Contractor shall provide CFSS utilizing the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods, as determined to be convenient for clients and families, which include, but are not limited to:
  - 1.1.9.1. Home visiting services.
  - 1.1.9.2. Workshops.
  - 1.1.9.3. Support groups.
  - 1.1.9.4. Utilizing the Strengthening Families Framework.
  - 1.1.9.5. Addressing protective factors.
  - 1.1.9.6. Community Events.
- 1.1.10. The Contractor shall provide services designed to prevent child maltreatment, neglect and Juvenile Justice Involvement by ensuring:
  - 1.1.10.1. Services are trauma informed.
  - 1.1.10.2. Parenting education and family support is available through a variety of evidence-based curriculums; and
  - 1.1.10.3. Age appropriate education is available utilizing Bright Futures-Guidelines for Health Supervision of Infants, Children and Adolescents.
- 1.1.11. The Contractor shall provide and connect families to services that include but are not limited to:
  - 1.1.11.1. Social.
  - 1.1.11.2. Healthcare.
  - 1.1.11.3. Family Planning.
  - 1.1.11.4. Parenting Support.
- 1.1.12. The Contractor shall provide Comprehensive Family Support Services (CFSS) that support parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children.
- 1.1.13. The Contractor shall provide CFSS in a flexible and integrated

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approach that provides support services to families on a continuum of three stages:

- 1.1.13.1. Prevention;
  - 1.1.13.2. Early intervention; and
  - 1.1.13.3. Crisis.
- 1.1.14. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
- 1.1.14.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.14.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.14.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.14.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.14.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.14.6. Family history of domestic violence.
  - 1.1.14.7. Child's insecure attachment in early years.
  - 1.1.14.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.1.14.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.1.14.10. Having more than one (1) child under the age of three (3) years.
  - 1.1.14.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.1.14.12. Home conditions presenting a health and/or safety risk to family members.
  - 1.1.14.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.

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- 1.1.14.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.14.15. Families impacted by traumatic events.
- 1.1.14.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.14.17. Substance Use Disorder services.
- 1.1.15. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure service activities include, but are not limited to:
  - 1.1.15.1. Evidence-based practices, where available.
  - 1.1.15.2. Education and direct services that support parent and child wellbeing.
  - 1.1.15.3. Case management.
  - 1.1.15.4. Access to a broad array of resources and referrals that respond to a family's needs.
  - 1.1.15.5. Warm hand-off of a referral.
- 1.1.16. The Contractor shall utilize marketing strategies to increase presence of CFSS in the community, including but not limited to:
  - 1.1.16.1. Producing and distributing Family Resource Center-branded flyers; tablecloths, and brochures.
  - 1.1.16.2. Ensuring staff wear uniforms/vests with the Family Resource Center logo.
  - 1.1.16.3. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.1.16.4. Target mailings.
  - 1.1.16.5. Develop and provide local newspapers and radio stations with press releases and community calendars of events.
  - 1.1.16.6. Representing the FRC at the following, which includes but is not limited to:

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- 1.1.16.6.1. Women, Infants, and Children (WIC) Clinics.
- 1.1.16.6.2. Farmer's markets.
- 1.1.16.6.3. Job fairs.
- 1.1.16.6.4. Transitional nights.
- 1.1.16.6.5. Resource fairs.
- 1.1.16.6.6. Panel discussions.
- 1.1.16.6.7. Local community events.

1.1.17. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

**1.2. Assessments and Referrals**

1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:

- 1.2.1.1. Provide early intervention in at risk pregnant and parenting families.
- 1.2.1.2. Prioritize pregnant parents with substance use disorder for support and assignment.

1.2.2. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:

- 1.2.2.1. Identify risk factors;
- 1.2.2.2. Determine appropriate CFSS; and
- 1.2.2.3. Provide appropriate CFSS.

1.2.3. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:

- 1.2.3.1. Parent education and support;
- 1.2.3.2. Family mentoring and advocacy;
- 1.2.3.3. Medical and health education;
- 1.2.3.4. Early childhood education;
- 1.2.3.5. Literacy education and support; and

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- 1.2.3.6. Life skills training.
- 1.2.4. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.4.1. The Coos Coalition for Children and Young Families.
  - 1.2.4.2. Child Care Aware of New Hampshire.
  - 1.2.4.3. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
  - 1.2.4.4. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
  - 1.2.4.5. Family violence prevention agencies.
  - 1.2.4.6. Mental health services.
  - 1.2.4.7. Nutrition education and healthy foods.
  - 1.2.4.8. Instructional money management.
  - 1.2.4.9. Smoking cessation programs, including referrals to QuitWorks-NH.
  - 1.2.4.10. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.2.4.11. Independent living skills programs.
  - 1.2.4.12. Adult education.
  - 1.2.4.13. Literacy education.
  - 1.2.4.14. Employment services.
  - 1.2.4.15. Vocational rehabilitation services.
  - 1.2.4.16. NH Employment Securities.
- 1.2.5. The Contractor shall provide referrals to the local SAU special education department for programs, as appropriate, that include but are not limited to:
  - 1.2.5.1. Free and reduced lunch.
  - 1.2.5.2. Summer camps for children who are impoverished and/or have a developmental disability.
  - 1.2.5.3. Holiday gift giving programs.
  - 1.2.5.4. Developmental and family support programs.
  - 1.2.5.5. The Door Way.

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- 1.2.5.6. Strength to Succeed.
- 1.2.5.7. Kinship Navigation services.
- 1.2.5.8. Caregiver support groups.
- 1.2.5.9. Community events.
- 1.2.5.10. Healthy Families America.
- 1.2.6. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.6.1. Distribute the "Learn the Signs, Act Early" materials;
  - 1.2.6.2. Report the number of families who received developmental screening education materials;
  - 1.2.6.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.6.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.
- 1.2.7. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.
- 1.3. **Home Visiting Services**
  - 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
  - 1.3.2. The Contractor shall place a family on creative outreach after one (1) month of unsuccessful attempts to schedule a home visit if a participant is unavailable for home visits for at least 30 days. The Contractor shall ensure creative outreach includes, but is not limited to:
    - 1.3.2.1. Sending families craft supplies and simple instructions.
    - 1.3.2.2. Checking back in with the family.
    - 1.3.2.3. Mailing a "Thinking of You" card.
    - 1.3.2.4. Delivering food from the food pantry with a recipe card and handwritten note.
    - 1.3.2.5. Sending a flyer about an FRC community event or group.
    - 1.3.2.6. Sending a birthday card.

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- 1.3.2.7. Inviting new parents to an FRC community baby shower.
- 1.3.3. The Contractor shall provide home visiting services that include, working with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to develop vision for the future that includes, but is not limited to:
  - 1.3.3.1. Planning future pregnancies.
  - 1.3.3.2. Continuing education.
  - 1.3.3.3. Finding and maintaining employment.
  - 1.3.3.4. Increasing Protective Factors of the family.
  - 1.3.3.5. Obtaining secure housing.
  - 1.3.3.6. Accessing community services.
  - 1.3.3.7. Accessing parental education on topics that include, but are not limited to:
    - 1.3.3.7.1. Child development.
    - 1.3.3.7.2. Child behavior.
    - 1.3.3.7.3. Child health.
    - 1.3.3.7.4. Coping and problem solving skills.
    - 1.3.3.7.5. Safety.
    - 1.3.3.7.6. Parenting skills.
- 1.3.4. The Contractor's home visitors shall conduct activities that include, but are not limited to:
  - 1.3.4.1. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
  - 1.3.4.2. Providing standardized smoking cessation education and referrals as needed.
  - 1.3.4.3. Providing information to pregnant women relative to the importance or receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
  - 1.3.4.4. Providing information that promotes parent-child attachments that mitigate child maltreatment.

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- 1.3.4.5. Providing education regarding the importance of primary care services for the family; including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.4.5.1. All women have access to formal, validated screening for prenatal and postpartum depression.
  - 1.3.4.5.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
  - 1.3.4.5.3. All participants are enrolled in primary care physician services.
  - 1.3.4.5.4. Improvement in family health and functioning.
- 1.3.5. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.5.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.
  - 1.3.5.2. Growing Great Families curriculum.
  - 1.3.5.3. Parents-as-Teachers curriculum.
  - 1.3.5.4. Positive Solutions for Families curriculum;
  - 1.3.5.5. SAMSHA's Anger Management curriculum, as appropriate.
  - 1.3.5.6. Circle of Security curriculum.
  - 1.3.5.7. Motivational interviewing.
  - 1.3.5.8. Reflective supervision.
- 1.3.6. The Contractor's home visitors shall provide transportation to appointments, if necessary, to allow families access to necessary services.
- 1.3.7. The Contractor's home visitors shall provide child car seat safety checks.
- 1.3.8. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.

**1.4. Workshops, Support Groups and Community Outreach**

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- 1.4.1. The Contractor shall provide meeting space in a community setting in instances in which the family may not feel comfortable meeting at their residence.
- 1.4.2. The Contractor shall ensure families have access to meetings in a manner that ensures safety for both the Family Resource Center staff and the families served by training the families how to utilize web-based meeting methods that include, but are not limited to:
  - 1.4.2.1. Zoom.
  - 1.4.2.2. Google Classroom.
- 1.4.3. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.
- 1.4.4. The Contractor shall ensure additional supports are provided to families during academic and routine changes, which may include, but are not limited to:
  - 1.4.4.1. Delivering hard copies of applications for support services.
  - 1.4.4.2. Emotional learning activities that include "Busy bag" for parents to use with children.
  - 1.4.4.3. Food and paper goods.
  - 1.4.4.4. Gas cards.
  - 1.4.4.5. Phone cards.
  - 1.4.4.6. Data cards.
- 1.4.5. The Contractor shall provide a Parent Leadership Certificate course to parents and/or caregivers, as appropriate, in order to develop leadership skills and facilitate opportunities for using specific skills in their community.
- 1.4.6. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

1.5. **Staffing**

- 1.5.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.
- 1.5.2. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.
- 1.5.3. The Contractor shall ensure staff are trained in:

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- 1.5.3.1. The principles of family support;
- 1.5.3.2. Maternal and child health;
- 1.5.3.3. The child welfare system with concentrations in service array; and
- 1.5.3.4. Working in multidisciplinary teams.
- 1.5.4. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:
  - 1.5.4.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.5.4.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.5.4.3. Effective home visiting and reporting practices;
- 1.5.5. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
- 1.5.6. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:
  - 1.5.6.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
  - 1.5.6.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
  - 1.5.6.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
  - 1.5.6.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
- 1.5.7. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:
  - 1.5.7.1. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
  - 1.5.7.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.

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- 1.5.8. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.5.9. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
  - 1.5.9.1. After school programs.
  - 1.5.9.2. Collaboration with SAU, teachers and guidance departments.
- 1.5.10. The Contractor shall provide training to staff, who work directly with families, in the areas of:
  - 1.5.10.1. Cultural Humility (sensitivity;
  - 1.5.10.2. Ethics;
  - 1.5.10.3. Dealing with People with Challenging Behaviors;
  - 1.5.10.4. Introduction to Personality Disorders;
  - 1.5.10.5. We Are All in this Together; and
  - 1.5.10.6. Documentation and Mandatory Reporting.
- 1.5.11. The Contractor shall provide high quality trainings to staff, community partners and families to maintain and expand community relationships through "lunch and learns" meetings.
- 1.5.12. The Contractor shall ensure staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.5.13. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:
  - 1.5.13.1. Clinical updates.
  - 1.5.13.2. Program announcements.
  - 1.5.13.3. Changes, errors, and requests.
- 1.5.14. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.

**1.6. Relevant Laws, Policies and Guidelines**

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- 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
- 1.6.2. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 3, 2008.
- 1.6.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.6.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.6.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.6.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.6.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.6.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.6.7.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.6.7.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.

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- 1.6.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.6.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.6.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.6.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.6.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 1.6.13. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period; with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes.
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

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- 3.2. The Contractor shall submit an annual report to the Department no later than July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.
  - 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month Ages and Stages Questionnaire (ASQ) was administered.
  - 3.3.8. Recheck.
  - 3.3.9. Referred
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to the client's PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



- 3.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the Family Service Record includes, but not be limited to:
- 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.

**4. Performance Measures**

- 4.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 4.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
- 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
- 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
  - 4.5.1. Increasing outreach to high-risk populations;
  - 4.5.2. Increasing the share of referred families who enroll in services;
  - 4.5.3. Increasing service completion dates; and

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



4.5.4. Evaluating long-term program outcomes.

4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.

4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

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

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

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

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

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

5.3.3.1. Brochures.

5.3.3.2. Resource directories.

5.3.3.3. Protocols or guidelines.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



5.3.3.4. Posters.

5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

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

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

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

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

6.1.4. Medical records on each patient/recipient of services.

6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37%, by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74%, by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23%, by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80%, by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds.
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.330.
  - 2.2. The Indirect Cost Rate of 9.9% applies in accordance with 2 CFR §200.414.
  - 2.3. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-4, Budget.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.

**New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES**



**EXHIBIT C**

5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFA@dhhs.nh.gov](mailto:BFA@dhhs.nh.gov), or invoices may be mailed to:  

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.

**New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES**



**EXHIBIT C**

- 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

Exhibit C-1  
Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Goffman

Budget Request for: Comprehensive Family Support Services (Bethel)

Budget Period: July 1, 2020 through June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DEHA account share		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 234,081.82	\$ 210.00	\$ 234,291.82	\$ 2,800.00	\$ 780.00	\$ 3,580.00	\$ 231,291.82		\$ 231,291.82
2. Employee Benefits	\$ 60,108.18		\$ 60,108.18				\$ 60,108.18		\$ 60,108.18
3. Consultants	\$ 4,708.18		\$ 4,708.18				\$ 4,708.18		\$ 4,708.18
4. Equipment									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,100.00		\$ 1,100.00				\$ 1,100.00		\$ 1,100.00
5. Supplies									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 3,500.00		\$ 3,500.00	\$ 1,000.00		\$ 1,000.00	\$ 2,500.00		\$ 2,500.00
6. Travel	\$ 15,000.00		\$ 15,000.00				\$ 15,000.00		\$ 15,000.00
7. Occupancy	\$ 7,000.00		\$ 7,000.00				\$ 7,000.00		\$ 7,000.00
8. Current Expenses									
Telephone	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Postage	\$ 170.00		\$ 170.00				\$ 170.00		\$ 170.00
Subscriptions									
Audit and Legal	\$ 3,000.00		\$ 3,000.00				\$ 3,000.00		\$ 3,000.00
Insurance	\$ 1,600.00		\$ 1,600.00				\$ 1,600.00		\$ 1,600.00
Board Expenses									
9. Software									
10. Marketing/Communications	\$ 2,300.00		\$ 2,300.00	\$ 500.00		\$ 500.00	\$ 2,000.00		\$ 2,000.00
11. Staff Education and Training	\$ 4,788.50		\$ 4,788.50	\$ 1,284.50		\$ 1,284.50	\$ 3,500.00		\$ 3,500.00
12. Subcontracts/Agreements									
13. Other (specify details mandatory)									
FBIHQ annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Dining	\$ 450.00		\$ 450.00				\$ 450.00		\$ 450.00
Indirect / Admin Fee to FRC		\$ 33,592.82	\$ 33,592.82					\$ 33,592.82	\$ 33,592.82
<b>TOTAL</b>	\$ 341,816.84	\$ 33,872.82	\$ 375,689.66	\$ 6,684.50	\$ 218.00	\$ 6,902.50	\$ 368,787.16	\$ 33,592.82	\$ 402,379.98
Indirect As A Percent of Direct		9.9%							

Contractor Initials: PS  
Date: 6-24-20

Exhibit C-2, Budget Sheet

New Hampshire Department of Health and Human Services  
 Contractor Name: The Family Resource Center Center  
 Budget Request For: Comprehensive Family Support Services (Dental)  
 Budget Period: July 1, 2021 through June 30, 2022

Line Item	Description	Quantity	Unit Price	Total Price	Account	Account Description	Account Description
1	Cost of Services	1	227,850.00	227,850.00	5000	5000	5000
2	Contracting	1	55,252.57	55,252.57	5000	5000	5000
3	Supplies	1	3,158.81	3,158.81	5000	5000	5000
4	Travel	1	2,000.00	2,000.00	5000	5000	5000
5	Printing	1	1,100.00	1,100.00	5000	5000	5000
6	Telephone	1	1,500.00	1,500.00	5000	5000	5000
7	Postage	1	170.00	170.00	5000	5000	5000
8	Printing	1	1,500.00	1,500.00	5000	5000	5000
9	Postage	1	170.00	170.00	5000	5000	5000
10	Travel	1	2,000.00	2,000.00	5000	5000	5000
11	Postage	1	1,500.00	1,500.00	5000	5000	5000
12	Postage	1	170.00	170.00	5000	5000	5000
13	Postage	1	1,500.00	1,500.00	5000	5000	5000
14	Postage	1	170.00	170.00	5000	5000	5000
15	Postage	1	1,500.00	1,500.00	5000	5000	5000
16	Postage	1	170.00	170.00	5000	5000	5000
17	Postage	1	1,500.00	1,500.00	5000	5000	5000
18	Postage	1	170.00	170.00	5000	5000	5000
19	Postage	1	1,500.00	1,500.00	5000	5000	5000
20	Postage	1	170.00	170.00	5000	5000	5000
21	Postage	1	1,500.00	1,500.00	5000	5000	5000
22	Postage	1	170.00	170.00	5000	5000	5000
23	Postage	1	1,500.00	1,500.00	5000	5000	5000
24	Postage	1	170.00	170.00	5000	5000	5000
25	Postage	1	1,500.00	1,500.00	5000	5000	5000
26	Postage	1	170.00	170.00	5000	5000	5000
27	Postage	1	1,500.00	1,500.00	5000	5000	5000
28	Postage	1	170.00	170.00	5000	5000	5000
29	Postage	1	1,500.00	1,500.00	5000	5000	5000
30	Postage	1	170.00	170.00	5000	5000	5000
31	Postage	1	1,500.00	1,500.00	5000	5000	5000
32	Postage	1	170.00	170.00	5000	5000	5000
33	Postage	1	1,500.00	1,500.00	5000	5000	5000
34	Postage	1	170.00	170.00	5000	5000	5000
35	Postage	1	1,500.00	1,500.00	5000	5000	5000
36	Postage	1	170.00	170.00	5000	5000	5000
37	Postage	1	1,500.00	1,500.00	5000	5000	5000
38	Postage	1	170.00	170.00	5000	5000	5000
39	Postage	1	1,500.00	1,500.00	5000	5000	5000
40	Postage	1	170.00	170.00	5000	5000	5000
41	Postage	1	1,500.00	1,500.00	5000	5000	5000
42	Postage	1	170.00	170.00	5000	5000	5000
43	Postage	1	1,500.00	1,500.00	5000	5000	5000
44	Postage	1	170.00	170.00	5000	5000	5000
45	Postage	1	1,500.00	1,500.00	5000	5000	5000
46	Postage	1	170.00	170.00	5000	5000	5000
47	Postage	1	1,500.00	1,500.00	5000	5000	5000
48	Postage	1	170.00	170.00	5000	5000	5000
49	Postage	1	1,500.00	1,500.00	5000	5000	5000
50	Postage	1	170.00	170.00	5000	5000	5000
51	Postage	1	1,500.00	1,500.00	5000	5000	5000
52	Postage	1	170.00	170.00	5000	5000	5000
53	Postage	1	1,500.00	1,500.00	5000	5000	5000
54	Postage	1	170.00	170.00	5000	5000	5000
55	Postage	1	1,500.00	1,500.00	5000	5000	5000
56	Postage	1	170.00	170.00	5000	5000	5000
57	Postage	1	1,500.00	1,500.00	5000	5000	5000
58	Postage	1	170.00	170.00	5000	5000	5000
59	Postage	1	1,500.00	1,500.00	5000	5000	5000
60	Postage	1	170.00	170.00	5000	5000	5000
61	Postage	1	1,500.00	1,500.00	5000	5000	5000
62	Postage	1	170.00	170.00	5000	5000	5000
63	Postage	1	1,500.00	1,500.00	5000	5000	5000
64	Postage	1	170.00	170.00	5000	5000	5000
65	Postage	1	1,500.00	1,500.00	5000	5000	5000
66	Postage	1	170.00	170.00	5000	5000	5000
67	Postage	1	1,500.00	1,500.00	5000	5000	5000
68	Postage	1	170.00	170.00	5000	5000	5000
69	Postage	1	1,500.00	1,500.00	5000	5000	5000
70	Postage	1	170.00	170.00	5000	5000	5000
71	Postage	1	1,500.00	1,500.00	5000	5000	5000
72	Postage	1	170.00	170.00	5000	5000	5000
73	Postage	1	1,500.00	1,500.00	5000	5000	5000
74	Postage	1	170.00	170.00	5000	5000	5000
75	Postage	1	1,500.00	1,500.00	5000	5000	5000
76	Postage	1	170.00	170.00	5000	5000	5000
77	Postage	1	1,500.00	1,500.00	5000	5000	5000
78	Postage	1	170.00	170.00	5000	5000	5000
79	Postage	1	1,500.00	1,500.00	5000	5000	5000
80	Postage	1	170.00	170.00	5000	5000	5000
81	Postage	1	1,500.00	1,500.00	5000	5000	5000
82	Postage	1	170.00	170.00	5000	5000	5000
83	Postage	1	1,500.00	1,500.00	5000	5000	5000
84	Postage	1	170.00	170.00	5000	5000	5000
85	Postage	1	1,500.00	1,500.00	5000	5000	5000
86	Postage	1	170.00	170.00	5000	5000	5000
87	Postage	1	1,500.00	1,500.00	5000	5000	5000
88	Postage	1	170.00	170.00	5000	5000	5000
89	Postage	1	1,500.00	1,500.00	5000	5000	5000
90	Postage	1	170.00	170.00	5000	5000	5000
91	Postage	1	1,500.00	1,500.00	5000	5000	5000
92	Postage	1	170.00	170.00	5000	5000	5000
93	Postage	1	1,500.00	1,500.00	5000	5000	5000
94	Postage	1	170.00	170.00	5000	5000	5000
95	Postage	1	1,500.00	1,500.00	5000	5000	5000
96	Postage	1	170.00	170.00	5000	5000	5000
97	Postage	1	1,500.00	1,500.00	5000	5000	5000
98	Postage	1	170.00	170.00	5000	5000	5000
99	Postage	1	1,500.00	1,500.00	5000	5000	5000
100	Postage	1	170.00	170.00	5000	5000	5000
TOTAL			227,850.00	227,850.00			

6-24-20  
 COMMISSIONER  
 RS

Exhibit C-3, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center of Goffham  
 Budget Request for: Comprehensive Family Support Services (Birth)  
 Budget Period: July 1, 2022 - June 30, 2023

Line Item	Total Program Cost			Contractor Share / Match			Funded by OHSIS (Federal share)		
	Direct / Personnel	Indirect / Fixed	Total	Direct / Personnel	Indirect / Fixed	Total	Direct / Personnel	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 241,454.00	\$ 750.00	\$ 241,754.00	\$ 2,600.00	\$ 750.00	\$ 3,000.00	\$ 238,854.00		\$ 238,854.00
2. Employee Benefits	\$ 58,203.37		\$ 58,203.37				\$ 58,203.37		\$ 58,203.37
3. Consultants	\$ 1,708.81		\$ 1,708.81				\$ 1,708.81		\$ 1,708.81
4. Equipment									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,100.00		\$ 1,100.00				\$ 1,100.00		\$ 1,100.00
5. Supplies									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 3,500.00		\$ 3,500.00	\$ 1,000.00		\$ 1,000.00	\$ 2,500.00		\$ 2,500.00
6. Travel	\$ 13,547.00		\$ 13,547.00				\$ 13,547.00		\$ 13,547.00
7. Occupancy	\$ 7,000.00		\$ 7,000.00				\$ 7,000.00		\$ 7,000.00
8. Current Expenses									
Telephone	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Postage	\$ 178.00		\$ 178.00				\$ 178.00		\$ 178.00
Subscriptions									
Audit and Legal	\$ 3,000.00		\$ 3,000.00				\$ 3,000.00		\$ 3,000.00
Insurance	\$ 1,000.00		\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
Board Expenses									
9. Others									
10. Marketing/Communications	\$ 2,500.00		\$ 2,500.00	\$ 500.00		\$ 500.00	\$ 2,000.00		\$ 2,000.00
11. Staff Education and Training	\$ 4,788.50		\$ 4,788.50	\$ 1,788.50		\$ 1,788.50	\$ 3,000.00		\$ 3,000.00
12. Subcontracts/Agreements									
13. Other (specify: delus mandatory)									
FBI/04 annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Arming	\$ 450.00		\$ 450.00				\$ 450.00		\$ 450.00
Indirect / Admin Fee to FRC		\$ 33,347.87	\$ 33,347.87					\$ 33,347.87	\$ 33,347.87
<b>TOTAL</b>	\$ 317,316.64	\$ 33,347.87	\$ 378,568.50	\$ 6,648.50	\$ 288.00	\$ 6,936.50	\$ 311,632.00	\$ 33,347.87	\$ 344,979.87
Indirect As A Percent of Direct		8.3%							

Contractor Initials **PS**  
 Date **6-24-20**

Exhibit C-4, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gortam  
 Budget Request for: Comprehensive Family Support Services (Berlin)  
 Budget Period: July 1, 2023 - June 30, 2024

Line Item	Total Program Cost			As Contractor Share / Match			Funded by DHEH Contract Share		
	Direct (Instruments)	Indirect (Funds)	Total	Direct (Instruments)	Indirect (Funds)	Total	Direct (Instruments)	Indirect (Funds)	Total
1. Total Salary/Wage	241,584.00	260.00	241,844.00	2,000.00	260.00	2,260.00	238,784.00		238,784.00
2. Employee Benefits	58,203.37		58,203.37				58,203.37		58,203.37
3. Consultants	1,578.81		1,578.81				1,578.81		1,578.81
4. Equipment									
Rental									
Repair and Maintenance									
Purchase/Replacement	1,100.00		1,100.00				1,100.00		1,100.00
5. Supplies									
Educational									
Lab									
Pharmacy									
Medical									
Office	3,500.00		3,500.00	1,000.00		1,000.00	2,500.00		2,500.00
6. Travel	13,542.00		13,542.00				13,542.00		13,542.00
7. Occupancy	7,000.00		7,000.00				7,000.00		7,000.00
8. Current Expenses									
Telephone	1,500.00		1,500.00				1,500.00		1,500.00
Postage	120.00		120.00				120.00		120.00
Subscriptions									
Audit and Legal	3,000.00		3,000.00				3,000.00		3,000.00
Insurance	1,600.00		1,600.00				1,600.00		1,600.00
Board Expenses									
9. Software									
10. Marketing/Communications	2,500.00		2,500.00	500.00		500.00	2,000.00		2,000.00
11. Staff Education and Training	4,788.50		4,788.50	1,288.50		1,288.50	3,500.00		3,500.00
12. Subcontract/Agreements									
13. Other (specify below mandatory)									
FBI annual fee	50.00		50.00				50.00		50.00
Printing	450.00		450.00				450.00		450.00
Indirect / Admin Fee to FRC		33,582.82	33,582.82					33,582.82	33,582.82
<b>TOTAL</b>	<b>341,516.88</b>	<b>33,872.82</b>	<b>375,389.70</b>	<b>3,448.50</b>	<b>260.00</b>	<b>3,708.50</b>	<b>311,911.16</b>	<b>33,582.82</b>	<b>345,493.98</b>
Indirect As A Percent of Direct		9.9%					5,263.36		5,263.36

Contractor Initials PS  
 Date 6-24-20

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

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

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

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

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

New Hampshire Department of Health and Human Services  
Exhibit D



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

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Vendor Name: *The Family Resource Center  
at Gorham*

6-24-20  
Date

Patti Stolte  
Name: *Patti Stolte*  
Title: *Executive Director*

New Hampshire Department of Health and Human Services  
Exhibit E



CERTIFICATION REGARDING LOBBYING

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Vendor Name: *The Family Resource Center  
at Gorham*

6-24-20  
Date

Patti Stolte  
Name: *Patti Stolte*  
Title: *Executive Director*

Vendor Initials *PS*  
Date 6/24/20

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

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

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services  
Exhibit F



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

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

**PRIMARY COVERED TRANSACTIONS**

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

**LOWER TIER COVERED TRANSACTIONS**

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name: *The Family Resource Center at Gorham*

6-24-20  
Date

*Patti Stolte*  
Name: *Patti Stolte*  
Title: *Executive Director*

*PS*

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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

Exhibit G

Vendor Initials

PS

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

Vendor Name: *The Family Resource Center at Gorham*

6-24-20  
Date

*Patti Stolte*  
Name: *Patti Stolte*  
Title: *Executive Director*

Exhibit G

Certification of Compliance with requirements pertaining to Federal Non-Discrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Vendor Initials *PS*

Date 6-24-20

New Hampshire Department of Health and Human Services  
Exhibit H



**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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

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

Vendor Name: *The Family Resource Center  
at Gorham*

6-24-20  
Date

*Patti Stolte*  
Name: *Patti Stolte*  
Title: *Executive Director*

Vendor Initials *PS*  
Date *6/24/20*

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

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

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Exhibit I  
Health Insurance Portability Act  
Business Associate Agreement  
Page 1 of 8

Contractor Initials

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New Hampshire Department of Health and Human Services



Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

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

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

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New Hampshire Department of Health and Human Services



Exhibit I

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

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

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

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

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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Contractor Initials PS

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New Hampshire Department of Health and Human Services



Exhibit I

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

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials

RS

Date

6-24-20



New Hampshire Department of Health and Human Services

Exhibit I

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

(4) **Obligations of Covered Entity**

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) **Termination for Cause**

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

(6) **Miscellaneous**

- a. **Definitions and Regulatory References.** All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. **Amendment.** Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. **Data Ownership.** The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. **Interpretation.** The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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PS

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New Hampshire Department of Health and Human Services



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) l, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

Department of Health and Human Services  
The State

Christina Santaniello

Signature of Authorized Representative

Christine Santaniello

Name of Authorized Representative

Director, DEHS

Title of Authorized Representative

June 25, 2020

Date

The Family Resource Center  
Name of the Contractor at Gorham

Patti Stolte

Signature of Authorized Representative

Patti Stolte

Name of Authorized Representative

Executive Director

Title of Authorized Representative

6-24-20

Date

PS

New Hampshire Department of Health and Human Services  
Exhibit J



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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name: *The Family Resource Center  
at Gorham*

*Patti Stolte*

Name: *Patti Stolte*  
Title: *Executive Director*

*6-24-20*  
Date

Contractor Initials *PS*  
Date *6-24-20*

New Hampshire Department of Health and Human Services  
Exhibit J



**FORM A**

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

- 1. The DUNS number for your entity is: 019150817
- 2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

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

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

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

NO  YES

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

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

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

Name: _____	Amount: _____

Contractor Initials PS  
Date 6-24-20

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

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

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation; Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

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

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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Exhibit K

DHHS Information Security Requirements



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

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

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

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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

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DHHS Information Security Requirements



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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



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

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

B. Disposition

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

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

New Hampshire Department of Health and Human Services

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

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

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

V. LOSS REPORTING

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

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

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

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DHHS Information Security Requirements



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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Greater Seacoast Community Health ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,411,302
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 86% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 6% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 23% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 69% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 14% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

DS  
JA

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

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

State of New Hampshire  
Department of Health and Human Services

5/29/2024

Date

DocuSigned by:  
*Iain Watt*  
Name: Iain Watt  
Title: Interim Director - DPHS

Greater Seacoast Community Health

5/28/2024

Date

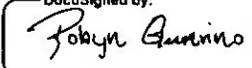
DocuSigned by:  
*Jim Avrett*  
Name: Jim Avrett  
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

5/30/2024

Date

DocuSigned by:  
  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Families First Health and Support Center located at 8 Greenleaf Woods Drive, Portsmouth, NH; and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Seacoast District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

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**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

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**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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**EXHIBIT B – AMENDMENT 2**

1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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**EXHIBIT B – AMENDMENT 2**

- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
  - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
  - 1.3.5.7. Assessment of referrals and connections to community resources.
  - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
  - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS

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**EXHIBIT B – AMENDMENT 2**

- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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**EXHIBIT B – AMENDMENT 2**

- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:

- 1.4.5.1. Childcare Aware of New Hampshire.
- 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
- 1.4.5.3. Special Medicaid Services, including FCESS.
- 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
- 1.4.5.5. NH Employment Security.
- 1.4.5.6. Local school districts.
- 1.4.5.7. Family violence prevention agencies.
- 1.4.5.8. Mental health services.
- 1.4.5.9. Nutrition education and healthy foods.
- 1.4.5.10. Instructional money management.
- 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
- 1.4.5.12. Independent living skills programs.
- 1.4.5.13. Adult education.
- 1.4.5.14. Literacy education.
- 1.4.5.15. Employment services.
- 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:

- 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
- 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
- 1.5.1.3. Targeted mailings.
- 1.5.1.4. Representing the FRC at community agencies and events.

1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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**EXHIBIT B – AMENDMENT 2**

- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kinicare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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**EXHIBIT B – AMENDMENT 2**

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.

1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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**EXHIBIT B – AMENDMENT 2**

- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
- 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
- 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
- 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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**EXHIBIT B – AMENDMENT 2**

- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
  - 1.9.5.15.2. Childcare.
  - 1.9.5.15.3. Healthcare access.
  - 1.9.5.15.4. Community supports.
  - 1.9.5.15.5. Home visiting programs and type.
  - 1.9.5.15.6. Discharge date and reason.
  - 1.9.5.15.7. Post survey completion.
- 1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
- 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).
- 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
- 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
- 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
  - 1.10.7.1. Increasing outreach to high-risk populations.
  - 1.10.7.2. Increasing the share of referred families who enroll in services.
  - 1.10.7.3. Increasing service completion dates.
  - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
- 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
- 1.10.7.4.3. Improving the quality and safety of the home environment.
- 1.10.7.4.4. Increasing positive parenting behaviors.
- 1.10.7.4.5. Reducing parental anxiety and depression.
- 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.
- 1.11. Background Checks**
  - 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
    - 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
    - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
    - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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**EXHIBIT B – AMENDMENT 2**

Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



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viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

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- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure (“Internal IT Systems”) of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department’s Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department’s DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.



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(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

- 4.1. The Contractor must keep records that include, but are not limited to:
  - 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 4.1.4. Medical records on each patient/recipient of services.
- 4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any

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**EXHIBIT B – AMENDMENT 2**

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of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**Exhibit C-5, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	Greater Seacoast Community Health	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2024 - 06/30/2025 (SFY 2025)	
<b>Indirect Cost Rate (if applicable)</b>	0	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$331,829	\$0
2. Fringe Benefits	\$77,604	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$4,615	\$0
5.(a) Supplies - Educational	\$1,000	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$500	\$0
5.(e) Supplies Office	\$6,000	\$0
6. Travel	\$12,000	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$2,000	\$0
8. (b) Other - Education and Training	\$2,000	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other (Occupancy)	\$45,000	\$2,694
Other (Telephone) - Cell phones for H	\$4,000	\$0
Other (Postage)	\$750	\$0
	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$487,298</b>	<b>\$2,694</b>
<b>Total Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$487,298</b>	<b>\$2,694</b>

Contractor: 

Date: 5/28/2024

## Exhibit C-6, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	Greater Seacoast Community Health	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2025 - 06/30/2026 (SFY 2026)	
<b>Indirect Cost Rate (if applicable)</b>	0	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$363,000	\$0
2. Fringe Benefits	\$84,800	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$5,000	\$0
5.(a) Supplies - Educational	\$1,000	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$500	\$0
5.(e) Supplies Office	\$5,248	\$0
6. Travel	\$12,000	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$2,000	\$0
8. (b) Other - Education and Training	\$2,000	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other (Occupancy)	\$45,000	\$2,694
Other (telephone-cell phone for HV)	\$4,000	\$0
Other (postage)	\$750	\$0
Other	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$525,298</b>	<b>\$2,694</b>
<b>Total Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$525,298</b>	<b>\$2,694</b>

Contractor: 

# 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 GREATER SEACOAST COMMUNITY HEALTH is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on August 18, 1971. 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: 65587

Certificate Number: 0006657860



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of April A.D. 2024.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Jennifer Glidden, Chair, of Greater Seacoast Community Health hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of Greater Seacoast Community Health.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on January 22, 2024 at which a quorum of the Directors/shareholders were present and voting.

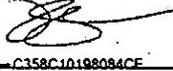
**VOTED:** that Jim Avrett

Is duly authorized on behalf of Greater Seacoast Community Health to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and amendments, revisions, or modifications thereto, which may in his/her judgement be desirable or necessary to effect the purpose of this vote.

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

Dated: 5/8/2024

DocuSigned by:



C358C10198094CE

Jennifer Glidden  
Chair





# Greater Seacoast Community Health

## **Our Mission**

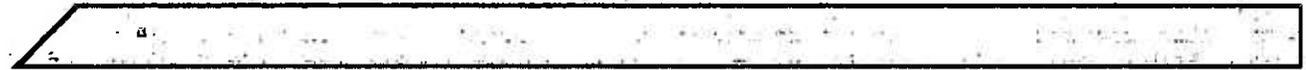
To deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay.

## **Our Vision**

To provide everyone in our community an opportunity to live a long and healthy life.

## **Our Values**

Integrity, Respect,  
Compassion,  
Excellence,  
Collaboration



# Greater Seacoast Community Health

FINANCIAL STATEMENTS

and

REPORTS IN ACCORDANCE WITH GOVERNMENT AUDITING  
STANDARDS AND THE UNIFORM GUIDANCE

December 31, 2022 and 2021

With Independent Auditor's Report





## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Greater Seacoast Community Health

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of Greater Seacoast Community Health (the Organization), which comprise the balance sheets as of December 31, 2022 and 2021, and the related statements of operations, changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of December 31, 2022 and 2021, and the results of its operations, changes in its net assets, and its cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

#### *Basis for Opinion*

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

#### *Change in Accounting Principle*

As discussed in Note 1 to the financial statements, in 2022, the Organization adopted the provisions of Financial Accounting Standards Board Accounting Standards Codification Topic 842, *Leases*. Our opinion is not modified with respect to that matter.

#### *Responsibilities of Management for the Financial Statements*

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

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

***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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

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***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 U.S. generally accepted auditing standards. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 22, 2023 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

*Berry Dunn McNeil & Parker, LLC*

Portland, Maine  
May 22, 2023

**GREATER SEACOAST COMMUNITY HEALTH**

**Balance Sheets**

**December 31, 2022 and 2021**

**ASSETS**

	<u>2022</u>	<u>2021</u>
<b>Current assets</b>		
Cash and cash equivalents	\$ 7,625,600	\$ 9,428,603
Patient accounts receivable	863,791	946,289
Grant and other receivables	1,119,148	826,005
Pledges receivable	239,644	379,166
Inventory	90,506	84,243
Other current assets	<u>125,808</u>	<u>80,195</u>
Total current assets	10,064,497	11,744,501
<b>Investments</b>	2,015,773	2,248,099
Assets limited as to use	1,226,379	1,513,872
Property and equipment, net	7,616,848	6,763,858
Operating lease right-of-use assets	147,812	-
Finance lease right-of-use asset	<u>4,488,743</u>	<u>-</u>
Total assets	<u>\$ 25,560,052</u>	<u>\$ 22,270,330</u>

**LIABILITIES AND NET ASSETS**

<b>Current liabilities</b>		
Accounts payable and accrued expenses	\$ 499,242	\$ 499,922
Accrued payroll and related expenses	978,636	1,123,883
Patient deposits	174,576	171,291
Deferred revenue	123,901	219,339
Current portion of long-term debt	28,560	27,925
Current portion of operating lease liabilities	77,672	-
Current portion of finance lease liability	<u>332,620</u>	<u>-</u>
Total current liabilities	2,215,207	2,042,360
Long-term debt, less current portion	205,351	233,911
Operating lease liabilities, less current portion	71,151	-
Finance lease liability, less current portion	<u>4,229,137</u>	<u>-</u>
Total liabilities	<u>6,720,846</u>	<u>2,276,271</u>
<b>Net assets</b>		
Without donor restrictions	17,000,149	16,051,868
With donor restrictions	<u>1,839,057</u>	<u>3,942,191</u>
Total net assets	<u>18,839,206</u>	<u>19,994,059</u>
Total liabilities and net assets	<u>\$ 25,560,052</u>	<u>\$ 22,270,330</u>

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

**GREATER SEACOAST COMMUNITY HEALTH**

**Statements of Operations**

**Years Ended December 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
Operating revenue and support		
Net patient service revenue	\$ 11,951,067	\$ 12,147,244
Grants, contracts, and contributions	8,817,627	9,502,562
Provider Relief Fund	-	221,102
Paycheck Protection Program	-	1,479,000
Other operating revenue	570,271	476,334
Net assets released from restriction for operations	<u>253,415</u>	<u>193,959</u>
Total operating revenue and support	<u>21,592,380</u>	<u>24,020,201</u>
Operating expenses		
Salaries and wages	13,700,751	13,671,440
Employee benefits	2,693,634	2,524,515
Contracted services	1,055,318	1,075,563
Program supplies	1,793,207	1,980,697
Information technology	656,842	641,007
Occupancy	973,134	820,794
Other	1,496,242	1,326,186
Depreciation and amortization	699,958	307,683
Interest expense	<u>91,352</u>	<u>6,225</u>
Total operating expenses	<u>23,160,438</u>	<u>22,354,110</u>
Operating (loss) income	<u>(1,568,058)</u>	<u>1,666,091</u>
Other revenue (loss)		
Investment income	63,583	92,870
Change in fair value of investments	<u>(326,453)</u>	<u>134,629</u>
Total other revenue (loss)	<u>(262,870)</u>	<u>227,499</u>
(Deficiency) excess of revenue over expenses	<u>(1,830,928)</u>	1,893,590
Grants received for capital acquisition	949,352	167,837
Net assets released from restriction for capital acquisition	<u>1,829,857</u>	<u>-</u>
Increase in net assets without donor restrictions	<u>\$ 948,281</u>	<u>\$ 2,061,427</u>

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

**GREATER SEACOAST COMMUNITY HEALTH**

**Statements of Changes in Net Assets**

**Years Ended December 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
Net assets without donor restrictions		
(Deficiency) excess of revenue over expenses	\$ (1,830,928)	\$ 1,893,590
Grants received for capital acquisition	949,352	167,837
Net assets released from restriction for capital acquisition	<u>1,829,857</u>	<u>-</u>
Increase in net assets without donor restrictions	<u>948,281</u>	<u>2,061,427</u>
Net assets with donor restrictions		
Contributions	208,519	1,127,393
Investment income	32,911	44,850
Change in fair value of investments	(261,292)	153,252
Net assets released from restriction for operations	(253,415)	(193,959)
Net assets released from restriction for capital acquisition	<u>(1,829,857)</u>	<u>-</u>
(Decrease) increase in net assets with donor restrictions	<u>(2,103,134)</u>	<u>1,131,536</u>
Change in net assets	(1,154,853)	3,192,963
Net assets, beginning of year	<u>19,994,059</u>	<u>16,801,096</u>
Net assets, end of year	<u>\$ 18,839,206</u>	<u>\$ 19,994,059</u>

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

## GREATER SEACOAST COMMUNITY HEALTH

## Statements of Cash Flows

Years Ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities		
Change in net assets	\$ (1,154,853)	\$ 3,192,963
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Depreciation and amortization	699,958	307,683
Amortization of operating lease right-of-use assets	137,455	-
Change in fair value of investments	587,745	(287,881)
Grants and contributions for long-term purposes	(949,352)	(1,859,630)
Decrease (increase) in		
Patient accounts receivable	82,498	(47,775)
Grant and other receivables	(293,143)	323,766
Pledges receivable	(22,978)	700
Inventory	(6,263)	50,354
Other current assets	(45,613)	76,319
Increase (decrease) in		
Accounts payable and accrued expenses	(93,179)	216,820
Accrued payroll and related expenses	(145,247)	168,426
Patient deposits	3,285	18,365
Deferred revenue	(95,438)	102,889
Provider Relief Funds refundable advance	-	(221,102)
Paycheck Protection Program refundable advance	-	(1,479,000)
Operating lease liabilities	(136,444)	-
Net cash (used) provided by operating activities	<u>(1,431,569)</u>	<u>562,897</u>
Cash flows from investing activities		
Capital acquisitions	(1,168,282)	(1,133,501)
Proceeds from sale of investments	-	78,398
Purchase of investments	(67,926)	(194,159)
Net cash used by investing activities	<u>(1,236,208)</u>	<u>(1,249,262)</u>
Cash flows from financing activities		
Grants and contributions received for long-term purposes	1,111,852	1,904,201
Payments on long-term debt	(27,925)	(27,304)
Payments on finance lease liability	(219,153)	-
Net cash provided by financing activities	<u>864,774</u>	<u>1,876,897</u>
Net (decrease) increase in cash and cash equivalents	(1,803,003)	1,190,532
Cash and cash equivalents, beginning of year	<u>9,428,603</u>	<u>8,238,071</u>
Cash and cash equivalents, end of year	<u>\$ 7,625,600</u>	<u>\$ 9,428,603</u>
Supplemental disclosures of cash flow information		
Cash paid for interest	\$ 91,352	\$ 6,225
Right of use asset obtained in exchange for finance lease liability	4,780,910	-
Property and equipment included in accounts payable	92,499	-

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

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### Organization

Greater Seacoast Community Health (the Organization) is a not-for-profit corporation organized in New Hampshire. The Organization is a Federally Qualified Health Center (FQHC), providing fully integrated medical, behavioral, oral health, recovery services and social support for underserved populations. The Organization is a network of community health centers, which includes Families First Health & Support Center and Goodwin Community Health, providing healthcare services to individuals living within the greater seacoast area.

#### 1. Summary of Significant Accounting Policies

##### Basis of Presentation

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

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

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

##### Use of Estimates

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

##### Income Taxes

The Organization is a public charity under Section 501(c)(3) of the Internal Revenue Code (IRC). As a public charity, the Organization is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Organization's tax positions and concluded that the Organization has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### **COVID-19**

In March 2020, the World Health Organization declared coronavirus disease (COVID-19) a global pandemic and the United States federal government declared COVID-19 a national emergency. The Organization implemented an emergency response to ensure the safety of its patients, staff and the community. In adhering to guidelines issued by the Centers for Disease Control and Prevention, the Organization took steps to create safe distances between both staff and patients. All providers received the necessary equipment to allow for medical and behavioral health visits using telehealth.

The Organization received distributions totaling \$221,102 from the Provider Relief Fund (PRF), a fund established to support healthcare providers in responding to the COVID-19 outbreak, in 2020. The Organization identified qualifying expenditures of during the year ended December 31, 2021 and recognized the PRF as revenue.

The Organization qualified for and received a loan in the amount of \$1,479,000 from the Paycheck Protection Program (PPP), a program implemented by the U.S. Small Business Administration (SBA). The principal amount of the PPP was subject to forgiveness, upon the Organization's request, to the extent that the proceeds are used to pay qualifying expenditures, including payroll costs, rent and utilities, incurred by the Organization during a specific covered period. The PPP was fully forgiven by the SBA and the lender on September 17, 2021.

The various COVID-19 programs are complex and subject to interpretation. The programs may be subject to future investigation by governmental agencies. The Paycheck Protection Program Loan can be audited by the Small Business Association for up to six years from the date of forgiveness. Any difference between amounts previously recognized and amounts subsequently determined to be recoverable or payable are adjusted in future periods as adjustments become known.

#### **Cash and Cash Equivalents**

Cash and cash equivalents consist of demand deposits and petty cash funds.

The Organization has cash deposits in major financial institutions which exceed federal depository insurance limits. The Organization has not experienced losses in such accounts and management believes the credit risk related to these deposits is minimal.

#### **Revenue Recognition and Patient Accounts Receivable**

Net patient service revenue is reported at the amount that reflects the consideration to which the Organization expects to be entitled in exchange for providing patient care. These amounts are due from patients and third-party payers (including commercial insurers and governmental programs). Generally, the Organization bills the patients and third-party payers several days after the services are performed. Revenue is recognized as performance obligations are satisfied.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

Performance obligations are determined based on the nature of the services provided by the Organization. The majority of the Organization's performance obligations are satisfied at a point in time.

The Organization measures the performance obligations as follows:

- Medical, behavioral health, dental and ancillary services are measured from the commencement of an in-person or virtual encounter with a patient to the completion of the encounter. Ancillary services provided the same day are considered to be part of the performance obligation and are not deemed to be separate performance obligations.
- Contract 340B pharmacy program services are measured when the prescription is dispensed to the patient as reported by the pharmacy administrator.
- In-house pharmacy services are measured when the prescription is dispensed to the patient at one of the Organization's in-house pharmacy.

The Organization determines the transaction price based on standard charges for goods and services provided, reduced by contractual adjustments provided to third-party payers, discounts provided to uninsured patients in accordance with the Organization's sliding fee discount program, and implicit price concessions provided to uninsured patients. The Organization determines its estimates of contractual adjustments and discounts based on contractual agreements, its discount policies, and historical experience. The Organization determines its estimate of implicit price concessions based on its historical collection experience.

Consistent with the Organization's mission and FQHC designation, care is provided to patients regardless of their ability to pay. Therefore, the Organization has determined it has provided implicit price concessions to uninsured patients and patients with other uninsured balances (for example, copays and deductibles). The implicit price concessions included in estimating the transaction price represent the difference between amounts billed to patients and amounts the Organization expects to collect based on its collection history with those patients.

The Organization has determined that the nature, amount, timing and uncertainty of revenue and cash flows are affected by the payer. In assessing collectability, the Organization has elected the portfolio approach. The portfolio approach is being used as the Organization has a large volume of similar contracts with similar classes of customers (patients). The Organization reasonably expects that the effect of applying a portfolio approach to a group of contracts would not differ materially from considering each contract separately. Management's judgment to group the contracts by portfolio is based on the payment behavior expected in each portfolio category. As a result, aggregating all the contracts (which are at the patient level) by the particular payer or group of payers will result in the recognition of the same amount of revenue as applying the analysis at the individual patient level. Payer concentrations are disclosed in Note 10.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

The Organization bills the patients and third-party payers several days after the services are performed. A summary of payment arrangements follows:

#### Medicare

The Organization is primarily reimbursed for medical, behavioral health and ancillary services provided to patients based on the lesser of actual charges or prospectively set rates for all FQHC services furnished to a Medicare beneficiary on the same day when an FQHC furnishes a face-to-face or virtual visit. Certain other services provided to patients are reimbursed based on predetermined payment rates for each Current Procedural Terminology (CPT) code, which may be less than the Organization's public fee schedule.

#### Medicaid

The Organization is primarily reimbursed for medical, behavioral health and ancillary services provided to patients based on prospectively set rates for all FQHC services furnished to a Medicaid beneficiary on the same day when an FQHC furnishes a face-to-face or virtual visit. Certain other services, including dental services, provided to patients are reimbursed based on predetermined payment rates for each CPT code, which may be less than the Organization's public fee schedule.

#### Other Payers

The Organization has also entered into payment agreements with certain commercial insurance carriers, health maintenance organizations, and preferred provider organizations. Under these arrangements, the Organization is reimbursed for services based on contractually obligated payment rates for each CPT code, which may be less than the Organization's public fee schedule.

#### Patients

The Organization provides care to patients who meet certain criteria under its sliding fee discount program. The Organization estimates the costs associated with providing this care by calculating the ratio of total cost to total charges, and then multiplying that ratio by the gross uncompensated charges associated with providing care to patients eligible for the sliding fee discount program. The estimated cost of providing services to patients under the Organization's sliding fee discount program was approximately \$688,027 and \$1,066,556 for the years ended December 31, 2022 and 2021, respectively. The Organization is able to provide these services with a component of funds received through federal and state grants and local support.

For uninsured patients who do not qualify under the Organization's sliding fee discount program, the Organization bills the patient based on the Organization's standard rates for services provided. Patient balances are typically due within 30 days of billing; however, the Organization does, in certain instances, enter into payment agreements with patients that allow payments in excess of one year. For those cases, the financing component is not deemed to be significant to the contract.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

**December 31, 2022 and 2021**

#### 340B Pharmacy Program Revenue

The Organization, as an FQHC, is eligible to participate in the 340B Drug Pricing Program. This program requires drug manufacturers to provide outpatient drugs to FQHCs and other covered entities at a reduced price. The Organization operates an in-house pharmacy and contracts with other local pharmacies under this program. The contract pharmacies dispense drugs to eligible patients of the Organization and bill Medicare and commercial insurances on behalf of the Organization. Reimbursement received by the contract pharmacies is remitted to the Organization, less dispensing and administrative fees. The Organization recognizes revenue in the amounts that reflect the consideration to which it expects to be entitled in exchange for the prescription.

Laws and regulations governing the Medicare, Medicaid and 340B programs are complex and subject to interpretation. Management believes that the Organization is in compliance with all laws and regulations. Compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties and exclusion from the Medicare, Medicaid and 340B programs. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in patient service revenue in the year that such amounts become known.

#### Patient Accounts Receivable

Patient accounts receivable are stated at the amount management expects to collect from outstanding balances and consisted of the following:

	January 1, 2021	December 31, 2021	December 31, 2022
Patient accounts receivable	\$ 541,407	\$ 673,736	\$ 757,642
In-house pharmacy receivables	193,804	76,347	61,671
Contract 340B pharmacy receivables	<u>163,303</u>	<u>196,206</u>	<u>44,478</u>
Total patient accounts receivable	<u>\$ 898,514</u>	<u>\$ 946,289</u>	<u>\$ 863,791</u>

The Organization grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. The accounts receivable from patients and third-party payers, net of contractual allowances, were as follows:

	<u>2022</u>	<u>2021</u>
Governmental plans		
Medicare	15 %	8 %
Medicaid	34 %	34 %
Commercial payers	35 %	36 %
Patient	<u>16 %</u>	<u>22 %</u>
Total	<u>100 %</u>	<u>100 %</u>

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### Grant and Other Receivables, and Deferred Revenue

Grant and other receivables are stated at the amount management expects to collect from outstanding balances. All such amounts are considered collectible.

The Organization receives a significant amount of grants from the U.S. Department of Health and Human Services (HHS). For the years ended December 31, 2022 and 2021, grants from HHS (including both direct awards and awards passed through other organizations) represented approximately 73% and 67%, respectively, of the total of grants, contracts, and contributions and Provider Relief Fund.

A portion of the Organization's revenue is derived from cost-reimbursable grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has met the performance requirements or incurred expenditures in compliance with specific contract or grant provisions, as applicable. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue.

The Organization has been awarded cost reimbursable grants from HHS that have not been recognized at December 31, 2022 because qualifying expenditures have not yet been incurred as follows:

	<u>Amount</u>	<u>Available Through</u>
Health Center Program	\$ 1,325,295	April 30, 2023
Integrated Behavioral Health Services	22,363	April 30, 2023
FY 2023 Expanding COVID-19 Vaccination Awards	178,672	December 31, 2023
American Rescue Plan Act Funding for Health Centers	<u>1,694,270</u>	March 31, 2024
Total HHS grant funds available	<u>\$ 3,220,600</u>	

#### Inventory

Inventory consists primarily of pharmaceuticals and is stated at the lower of cost or retail. Cost is determined on the first-in, first-out method.

#### Investments and Assets Limited as to Use

Assets limited as to use include investments held for others and donor-restricted contributions to be held in perpetuity and earnings thereon, subject to the Organization's spending policy as further discussed in Note 9.

The Organization reports investments at fair value. Investments include donor endowment funds and assets held for long-term purposes. Accordingly, investments have been classified as non-current assets in the accompanying balance sheets regardless of maturity or liquidity. The Organization has established policies governing long-term investments, which are held within several investment accounts, based on the purposes for those investment accounts and their earnings.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

Investment income and the change in fair value are included in the (deficiency) excess of revenue over expenses, unless otherwise stipulated by the donor or State Law.

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the balance sheets.

#### **Property and Equipment**

Property and equipment are carried at cost less accumulated depreciation. Maintenance, repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision for depreciation is computed using the straight-line method over the useful lives of the related assets. Property and equipment costing less than \$5,000 is charged to expense upon purchase.

#### **Right-of-Use Assets and Lease Liabilities**

Effective January 1, 2022, the Organization adopted Financial Accounting Standards Board Accounting Standards Codification (ASC) Topic 842, *Leases* (Topic 842). The Organization determines if an arrangement is a lease or contains a lease at inception of a contract. A contract is determined to be or contain a lease if the contract conveys the right to control the use of identified property, plant, or equipment (an identified asset) in exchange for consideration. The Organization determines these assets are leased because the Organization has the right to obtain substantially all of the economic benefit from and the right to direct the use of the identified asset. Assets in which the supplier or lessor has the practical ability and right to substitute alternative assets for the identified asset and would benefit economically from the exercise of its right to substitute the asset are not considered to be or contain a lease because the Organization determines it does not have the right to control and direct the use of the identified asset. The Organization's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating its contracts, the Organization separately identifies lease and non-lease components, such as maintenance costs, in calculating the right-of-use (ROU) assets and lease liabilities for its facility and equipment leases. The Organization has elected the practical expedient to not separate lease and non-lease components and classifies the contract as a lease if consideration in the contract allocated to the lease component is greater than the consideration allocated to the non-lease agreement.

Leases result in the recognition of ROU assets and lease liabilities on the balance sheet. ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent the obligation to make lease payments arising from the lease, measured on a discounted basis. The Organization determines lease classification as operating or finance at the lease commencement date.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

At lease inception, the lease liability is measured at the present value of the lease payments over the lease term. The ROU asset equals the lease liability adjusted for any initial direct costs, prepaid or deferred rent, and lease incentives. Topic 842 requires the use of the implicit rate in the lease when readily determinable. As the leases do not provide an implicit rate, the Organization elected the practical expedient to use the risk-free rate when the rate of the lease is not implicit in the lease agreement.

The lease term may include options to extend or to terminate the lease that the Organization is reasonably certain to exercise. Lease expense for operating and finance leases is recognized on a straight-line basis over the lease term.

The Organization has elected not to record leases with an initial term of 12 months or less on the balance sheet. Lease expense on such leases is recognized on a straight-line basis over the lease term.

Upon adoption of Topic 842, the Organization elected the package of practical expedients permitted under the transition guidance within the new standard which includes the following: relief from determination of lease contracts included in existing or expiring leases at the point of adoption, relief from having to reevaluate the classification of leases in effect at the point of adoption, and relief from reevaluation of existing leases that have initial direct costs associated with the execution of the lease contract.

The adoption of Topic 842 resulted in the recognition of the following assets and liabilities on January 1, 2022:

Operating lease right-of-use assets	\$ <u>283,253</u>
Current portion of operating lease liabilities	\$ 137,455
Operating lease liabilities, less current portion	<u>145,798</u>
 Operating lease liabilities	 \$ <u>283,253</u>

Results for the period prior to January 1, 2022 continue to be reported in accordance with the Organization's historical accounting treatment for leases.

#### **Patient Deposits**

Patient deposits primarily consist of payments made by patients in advance of significant dental work based on quotes for the work to be performed.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### **Contributions**

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. The gifts are reported as net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the statements of operations as net assets released from restriction. Pledges receivable are due in 2023.

The Organization reports gifts of property and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

#### **(Deficiency) Excess of Revenue Over Expenses**

The statements of operations reflect the (deficiency) excess of revenue over expenses. Changes in net assets without donor restrictions which are excluded from the (deficiency) excess of revenue over expenses include contributions of long-lived assets (including assets acquired using grants and contributions which, by donor restriction, were to be used for the purposes of acquiring such assets) and net assets released from restriction for capital acquisition.

#### **Subsequent Events**

For purposes of the preparation of these financial statements, management has considered transactions or events occurring through May 22, 2023, which is the date the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

#### **2. Availability and Liquidity of Financial Assets**

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and investments.

**GREATER SEACOAST COMMUNITY HEALTH**

**Notes to Financial Statements**

**December 31, 2022 and 2021**

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses, were as follows at December 31:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 7,625,600	\$ 9,428,603
Investments	2,015,773	2,248,099
Patient accounts receivable	863,791	946,289
Grant and other receivables	1,119,148	826,005
Less donor restricted assets	<u>(235,858)</u>	<u>(451,518)</u>
Financial assets available for current use	<u>\$11,388,454</u>	<u>\$12,997,478</u>

**3. Pledges Receivable**

Pledges receivable consisted of the following at December 31:

	<u>2022</u>	<u>2021</u>
Capital projects that are in service	\$ <u>215,666</u>	\$ _____
Donor restricted		
Capital projects	-	375,666
Program services	<u>23,978</u>	<u>3,500</u>
Total donor restricted	<u>23,978</u>	<u>379,166</u>
Total	<u>\$ 239,644</u>	<u>\$ 379,166</u>

**4. Investments and Assets Limited as to Use**

Investments, stated at fair value, consisted of the following at December 31:

	<u>2022</u>	<u>2021</u>
Long-term investments	\$ 2,015,773	\$ 2,248,099
Assets limited as to use	<u>1,226,379</u>	<u>1,513,872</u>
Total investments	<u>\$ 3,242,152</u>	<u>\$ 3,761,971</u>

Assets limited as to use are restricted for the following purposes at December 31:

	<u>2022</u>	<u>2021</u>
Assets held in trust under Section 457(b) deferred compensation plans	\$ 59,631	\$ 57,391
Assets with donor restrictions	<u>1,166,748</u>	<u>1,456,481</u>
Total	<u>\$ 1,226,379</u>	<u>\$ 1,513,872</u>

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### Fair Value of Financial Instruments

U.S. GAAP defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

U.S. GAAP distinguishes three levels of inputs that may be utilized when measuring fair value:

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

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

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

The following table sets forth by level, within the fair value hierarchy, the Organization's investments at fair value at December 31:

	2022			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 45,255	\$ -	\$ -	\$ 45,255
Municipal bonds	-	139,194	-	139,194
Exchange traded funds	1,360,349	-	-	1,360,349
Mutual funds	<u>1,697,354</u>	-	-	<u>1,697,354</u>
Total investments	<u>\$ 3,102,958</u>	<u>\$ 139,194</u>	<u>\$ -</u>	<u>\$ 3,242,152</u>
	2021			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 125,737	\$ -	\$ -	\$ 125,737
Municipal bonds	-	158,269	-	158,269
Exchange traded funds	1,359,909	-	-	1,359,909
Mutual funds	<u>2,118,056</u>	-	-	<u>2,118,056</u>
Total investments	<u>\$ 3,603,702</u>	<u>\$ 158,269</u>	<u>\$ -</u>	<u>\$ 3,761,971</u>

Municipal bonds are valued based on quoted market prices of similar assets.

## GREATER SEACOAST COMMUNITY HEALTH

## Notes to Financial Statements

December 31, 2022 and 2021

5. Property and Equipment

Property and equipment consisted of the following:

	<u>2022</u>	<u>2021</u>
Land	\$ 718,427	\$ 718,427
Building and improvements	6,499,881	5,949,854
Leasehold improvements	1,589,382	179,963
Furniture, fixtures, and equipment	<u>2,954,785</u>	<u>2,864,516</u>
Total cost	11,762,475	9,712,760
Less accumulated depreciation	<u>4,155,627</u>	<u>4,100,983</u>
	7,606,848	5,611,777
Projects in progress	<u>10,000</u>	<u>1,152,081</u>
Property and equipment, net	<u>\$ 7,616,848</u>	<u>\$ 6,763,858</u>

Property and equipment acquired with Federal grant funds are subject to specific federal standards for sales and other dispositions. In many cases, the Federal government retains a residual ownership interest in the assets, requiring prior approval and restrictions on disposition.

Depreciation expense amounts to \$407,791 and \$307,683 for the years ended December 31, 2022 and 2021, respectively.

6. Long-Term Debt

Long-term debt consists of the following at December 31:

	<u>2022</u>	<u>2021</u>
2.25% promissory note payable to New Hampshire Health and Education Facilities Authority through July 2030, paid in monthly installments of \$2,794, including interest. Note is uncollateralized.	\$ 233,911	\$ 261,836
Less current portion	<u>28,560</u>	<u>27,925</u>
Long-term debt, less current portion	<u>\$ 205,351</u>	<u>\$ 233,911</u>

Maturities of long-term debt for the next five years are as follows at December 31:

2023	\$ 28,560
2024	29,209
2025	29,873
2026	30,552
2027	31,247
Thereafter	<u>84,470</u>
Total	<u>\$ 233,911</u>

**GREATER SEACOAST COMMUNITY HEALTH**

**Notes to Financial Statements**

**December 31, 2022 and 2021**

**7. Leases**

The Organization has entered the following lease arrangements:

Finance Lease

During 2022, the Organization entered into a facility lease through 2037. The lease contains an annual escalating clause of 3 percent beginning in 2027. Termination of the lease generally is prohibited unless there is a violation under the lease agreement.

Operating Leases

The Organization has four facility leases that expire from 2024 through 2025. These leases generally contain renewal options and annual escalating clauses of 3 percent. Termination of the leases is generally prohibited unless there is a violation under the lease agreements.

Lease Cost

Lease cost for the year ended December 31, 2022 is as follows:

Finance lease	
Amortization of right-of-use asset	\$ 292,167
Interest on lease liability	85,748
Operating leases	137,455
Short-term lease expense	<u>56,228</u>
Total	<u>\$ 571,598</u>

Other Information

Weighted-average remaining lease term:

Finance lease	14 years
Operating leases	2 years

Weighted-average discount rate:

Finance lease	2.01%
Operating leases	1.04%

**GREATER SEACOAST COMMUNITY HEALTH**

**Notes to Financial Statements**

**December 31, 2022 and 2021**

Future Minimum Lease Payments and Reconciliation to the Balance Sheet

Future minimum payments due under the facility and equipment lease agreements for the years ending December 31, are as follows:

	Finance <u>Lease</u>	Operating <u>Leases</u>
2023	\$ 332,620	\$ 77,672
2024	332,620	58,984
2025	332,620	13,696
2026	332,620	-
2027	341,767	-
Thereafter	<u>3,602,655</u>	<u>-</u>
Total future undiscounted lease payments	5,274,902	150,352
Less present value discount	<u>713,145</u>	<u>1,529</u>
Total lease liabilities	4,561,757	148,823
Current portion of lease liabilities	<u>332,620</u>	<u>77,672</u>
Lease liabilities, net of current portion	\$ <u>4,229,137</u>	\$ <u>71,151</u>

**8. Net Assets with Donor Restrictions**

Net assets with donor restrictions are available for the following purposes at December 31:

	<u>2022</u>	<u>2021</u>
Specific purpose (temporary in nature)		
Program services	\$ 235,858	\$ 451,518
Construction of new facility	412,473	1,655,026
Pledges receivable for construction of new facility	-	375,666
Passage of time (temporary in nature)		
Pledges receivable	23,978	3,500
Earnings from endowment investments	297,070	586,803
Held in perpetuity (permanent in nature)		
Endowment	<u>869,678</u>	<u>869,678</u>
Total	\$ <u>1,839,057</u>	\$ <u>3,942,191</u>

**GREATER SEACOAST COMMUNITY HEALTH****Notes to Financial Statements****December 31, 2022 and 2021**

Net assets released from net assets with donor restrictions were as follows at December 31:

	<u>2022</u>	<u>2021</u>
Satisfaction of purpose - program services	\$ 144,063	\$ 39,143
Satisfaction of purpose - purchase of capital assets	1,829,857	-
Passage of time - pledges receivable	48,000	96,950
Passage of time - endowment earnings	<u>61,352</u>	<u>57,866</u>
Total	<u>\$ 2,083,272</u>	<u>\$ 193,959</u>

**9. Endowment****Interpretation of Relevant Law**

The Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as a donor-restricted endowment (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent donor-restricted endowment gifts, and (c) accumulations to the donor-restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund, if any, is classified as net assets with donor restrictions until those amounts are appropriated for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the Organization and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the Organization; and
- (7) The investment policies of the Organization.

**Spending Policy**

The Organization has a policy of appropriating for expenditure an amount equal to 5% of the endowment fund's average fair market value over the prior 20 quarters. The earnings on the endowment fund are to be used for operations.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires the Organization to retain as a fund of perpetual duration (underwater). In the event the endowment becomes underwater, it is the Organization's policy to not appropriate expenditures from the endowment assets until the endowment is no longer underwater. There were no such deficiencies as of December 31, 2022 and 2021.

#### Return Objectives and Risk Parameters

The Organization has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Organization must hold in perpetuity. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed or meet designated benchmarks while incurring a reasonable and prudent level of investment risk.

#### Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Organization relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Organization targets a diversified asset allocation that places a balanced emphasis on equity-based and income-based investments to achieve its long-term return objectives within prudent risk constraints.

#### Endowment Net Asset Composition by Type of Fund

The Organization's endowment consists of assets with donor restrictions only and had the following related activities at December 31:

	<u>2022</u>	<u>2021</u>
Endowments, beginning of year	\$ 1,456,481	\$ 1,316,245
Investment income	32,911	44,850
Change in fair value of investments	(261,292)	153,252
Spending policy appropriations	<u>(61,352)</u>	<u>(57,866)</u>
Endowments, end of year	<u>\$ 1,166,748</u>	<u>\$ 1,456,481</u>



**GREATER SEACOAST COMMUNITY HEALTH**

**Notes to Financial Statements**

**December 31, 2022 and 2021**

Expenses related to providing these services are as follows:

	<u>2022</u>			
	<u>Healthcare Services</u>	<u>Administrative and Support Services</u>	<u>Fundraising Services</u>	<u>Total</u>
Salaries and wages	\$ 11,752,215	\$ 1,476,954	\$ 471,582	\$ 13,700,751
Employee benefits	2,290,698	313,166	89,770	2,693,634
Contracted services	833,825	204,594	16,899	1,055,318
Program supplies	1,793,207	-	-	1,793,207
Information technology	558,586	76,366	21,890	656,842
Occupancy	827,565	113,138	32,431	973,134
Other	1,272,422	173,955	49,865	1,496,242
Depreciation and amortization	595,253	81,378	23,327	699,958
Interest expense	<u>77,687</u>	<u>10,621</u>	<u>3,044</u>	<u>91,352</u>
<b>Total</b>	<b><u>\$ 20,001,458</u></b>	<b><u>\$ 2,450,172</u></b>	<b><u>\$ 708,808</u></b>	<b><u>\$ 23,160,438</u></b>

	<u>2021</u>			
	<u>Healthcare Services</u>	<u>Administrative and Support Services</u>	<u>Fundraising Services</u>	<u>Total</u>
Salaries and wages	\$ 11,626,356	\$ 1,589,462	\$ 455,622	\$ 13,671,440
Employee benefits	2,146,878	293,504	84,133	2,524,515
Contract services	901,023	165,775	8,765	1,075,563
Program supplies	1,980,697	-	-	1,980,697
Information technology	545,120	74,524	21,363	641,007
Occupancy	698,013	95,427	27,354	820,794
Other	1,127,805	154,183	44,198	1,326,186
Depreciation and amortization	261,657	35,772	10,254	307,683
Interest expense	<u>5,294</u>	<u>724</u>	<u>207</u>	<u>6,225</u>
<b>Total</b>	<b><u>\$ 19,292,843</u></b>	<b><u>\$ 2,409,371</u></b>	<b><u>\$ 651,896</u></b>	<b><u>\$ 22,354,110</u></b>

**12. Retirement Plans**

The Organization has a defined contribution plan under IRC Section 401(k) that covers substantially all employees. For the years ended December 31, 2022 and 2021, the Organization contributed \$260,713 and \$222,748, respectively, to the plan.

The Organization has established an unqualified deferred compensation plan under IRC Section 457(b) for certain key employees of the Organization. The Organization did not contribute to the plan during the year ended December 31, 2022. The balance of the deferred compensation plan amounted to \$59,631 and \$57,391 at December 31, 2022 and 2021, respectively.

## GREATER SEACOAST COMMUNITY HEALTH

### Notes to Financial Statements

December 31, 2022 and 2021

#### 13. Medical Malpractice Insurance

The Organization is protected from medical malpractice risk as an FQHC under the Federal Tort Claims Act (FTCA). The Organization has additional medical malpractice insurance, on a claims-made basis, for coverage outside the scope of the protection of the FTCA. As of December 31, 2022, there were no known malpractice claims outstanding which, in the opinion of management, will be settled for amounts in excess of both FTCA and additional medical malpractice insurance coverage, nor are there any unasserted claims or incidents which require loss accrual. The Organization intends to renew the additional medical malpractice insurance coverage on a claims-made basis and anticipates that such coverage will be available.

#### 14. Food Vouchers

The Organization acts as a conduit for the State of New Hampshire's Special Supplemental Food Program for Women, Infants and Children (WIC). The value of food vouchers distributed by the Organization was \$1,310,202 and \$1,323,285 for the years ended December 31, 2022 and 2021, respectively. These amounts are not included in the accompanying financial statements as they are not part of the contract the Organization has with the State of New Hampshire for the WIC program.

**SUPPLEMENTARY INFORMATION**

## GREATER SEACOAST COMMUNITY HEALTH

## Schedule of Expenditures of Federal Awards

Year Ended December 31, 2022

Federal Grant/Pass-Through Grantor/Program Title	Assistance Listing Number	Pass-Through Contract Number	Total Federal Expenditures
<u>U.S. Department of Health and Human Services</u>			
<u>Direct</u>			
<i>Health Center Program Cluster</i>			
Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224		\$ 990,119
COVID-19 Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224		1,218,108
Total AL 93.224			2,208,227
Affordable Care Act (ACA) Grants for New and Expanded Services Under the Health Center Program	93.527		3,016,159
Total Health Center Program Cluster			5,224,386
Affordable Care Act (ACA) Grants for Capital Development in Health Centers	93.526		636,073
<u>Pass-Through</u>			
<i>State of New Hampshire Department of Health and Human Services</i>			
Public Health Emergency Preparedness	93.069	074-500589/90077028	34,042
Public Health Emergency Preparedness	93.069	102-500731/90077410	27,942
Total AL 93.069			61,984
Immunization Cooperative Agreements	93.268	102-500731/90023205	408
Immunization Cooperative Agreements	93.268	102-500731/90023800	28,910
Immunization Cooperative Agreements	93.268	102-500731/90023010	9,119
Total AL 93.268			38,437
COVID-19 Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	102-500731/90577140	26,672
COVID-19 Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	102-500731/90577150	13,491
<i>Bi-State Primary Care Association, Inc.</i>			
COVID-19 Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	n/a	30,804
Total AL 93.391			70,967
<i>State of New Hampshire Department of Health and Human Services</i>			
Promoting Safe and Stable Families	93.556	102-500734/42107306	16,351
Temporary Assistance for Needy Families	93.558	502-500891/45030206	135,002
Stephanie Tubbs Jones Child Welfare Services Program	93.645	102-500734/42106802	3,323
Social Services Block Grant	93.667	102-500734/42106603	56,354
National Bioterrorism Hospital Preparedness Program	93.889	074-500589/90077700	8,643

The accompanying notes are an integral part of this schedule.

## GREATER SEACOAST COMMUNITY HEALTH

## Schedule of Expenditures of Federal Awards (Concluded)

Year Ended December 31, 2022

Federal Grant/Pass-Through Grantor/Program Title	Assistance Listing Number	Pass-Through Contract Number	Total Federal Expenditures
Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations	93.898	102-500731/90080081	11,874
Block Grants for Prevention and Treatment of Substance Abuse	93.959	074-500585/92057502	45,339
Block Grants for Prevention and Treatment of Substance Abuse	93.959	074-500585/92057504	14,554
Block Grants for Prevention and Treatment of Substance Abuse	93.959	074-500589/92057506	56,003
Block Grants for Prevention and Treatment of Substance Abuse	93.959	074-500585/92058506	20,030
Block Grants for Prevention and Treatment of Substance Abuse	93.959	074-500585/90001022	13,522
Block Grants for Prevention and Treatment of Substance Abuse	93.959	010-092-33800000- 500589/92057502	6,009
Total AL 93.959			155,457
Preventive Health and Health Services Block Grant	93.991	074-500585/92057502	13,940
Maternal and Child Health Services Block Grant to the States	93.994	102-500731/90080112	54,154
Maternal and Child Health Services Block Grant to the States	93.994	102-500731/90004009	6,307
Total AL 93.994			60,461
Total U.S. Department of Health and Human Services			6,493,252
<u>U. S. Department of Agriculture</u>			
<u>Pass-Through</u>			
State of New Hampshire Department of Health and Human Services Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	102-500734	435,534
<u>U.S. Department of Housing and Urban Development</u>			
<u>Pass-Through</u>			
City of Portsmouth New Hampshire Community Development Block Grants/Entitlement Grants	14.218	n/a	5,250
<u>U.S. Department of Treasury:</u>			
<u>Pass-Through</u>			
Bi-State Primary Care Association, Inc. COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	n/a	42,682
<u>U.S. Department of Homeland Security</u>			
<u>Pass-Through</u>			
State of New Hampshire Department of Health and Human Services COVID-19 Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	103-502507/95010690	52,226
Total, All Programs			\$ 7,028,944

The accompanying notes are an integral part of this schedule.

**GREATER SEACOAST COMMUNITY HEALTH**

**Notes to Schedule of Expenditures of Federal Awards**

**Year Ended December 31, 2022**

**1. Summary of Significant Accounting Policies**

Expenditures reported on the schedule of expenditures of federal awards (the Schedule) are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**2. De Minimis Indirect Cost Rate**

Greater Seacoast Community Health (the Organization) has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**3. Basis of Presentation**

The Schedule includes the federal grant activity of the Organization. The information in this Schedule is presented in accordance with the requirements of the Uniform Guidance. Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.



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

Board of Directors  
Greater Seacoast Community Health

We have audited, in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Greater Seacoast Community Health (the Organization), which comprise the balance sheet as of December 31, 2022, and the related statements of operations, changes in net assets and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 22, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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

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

Board of Directors  
Greater Seacoast Community Health

### **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

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

*Berry Dunn McNeil & Parker, LLC*

Portland, Maine  
May 22, 2023



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR THE MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
Greater Seacoast Community Health

**Report on Compliance for the Major Federal Program**

***Opinion on the Major Federal Program***

We have audited Greater Seacoast Community Health's (the Organization) compliance with the types of compliance requirements identified as subject to audit in the Office of Management and Budget *Compliance Supplement* that could have a direct and material effect on its major federal program for the year ended December 31, 2022. The Organization's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2022.

***Basis for Opinion on the Major Federal Program***

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Organization's federal programs.

Board of Directors  
Greater Seacoast Community Health

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Board of Directors  
Greater Seacoast Community Health

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Berry Dunn McNeil & Parker, LLC*

Portland, Maine  
May 22, 2023

**GREATER SEACOAST COMMUNITY HEALTH**  
**Schedule of Findings and Questioned Costs**  
**Year Ended December 31, 2022**

**Section 1. Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?  Yes  No  
Significant deficiency(ies) identified that are not considered to be material weakness(es)?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified?  Yes  No  
Significant deficiency(ies) identified that are not considered to be material weakness(es)?  Yes  None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?  Yes  No

Identification of major programs:

Assistance Listing Number      Name of Federal Program or Cluster  
  
Health Center Program Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?  Yes  No

**Section 2. Financial Statement Findings**

None

**Section 3. Federal Award Findings and Questioned Costs**

None

**GREATER SEACOAST COMMUNITY HEALTH**

**Summary Schedule of Prior Year Findings**

**Year Ended December 31, 2022**

**Finding Number: 2021-001**

**Criteria:** In accordance with Section 330(k)(3)(G) of the PHS Act (42 U.S. Code § 254b), as an FQHC, the Organization must have a sliding fee discount program in which the Organization's fee schedule is discounted based on a patient's ability to pay.

**Condition:** The Organization has not applied sliding fee discounts to patient charges consistent with its sliding fee discount program.

**Recommendation:** We recommended management review the complexity of the Organization's dental sliding fee discount schedule and consider whether modifications to the scale would better allow the billing system to correctly apply sliding fee discounts to dental patients without the need for staff correction. We also recommended management consider increasing the number of dental transactions reviewed as part of the Organization's internal monitoring procedures.

**Status:** Resolved.

**Board of Directors  
Calendar Year 2024**

<b>Name/Address</b>	<b>Phone/Email</b>	<b>Occupation</b>
<b>Chair</b> Jennifer Glidden		USDA Program Specialist Consumer
<b>Vice Chair</b> Dennis Veilleux		Accounting Manager Relyco
<b>Board Treasurer</b> Jim Sepanski		Retired Financial Executive
<b>Board Secretary</b> Christine Perkins		CPA Wipfli
Laura Belsky		Retired Nurse Special Population Consumer
Andrea Borowiecki		Rockland Trust Consumer
Jody Hoffer Gittell		Professor Consumer
Tim McNamara		Retired Healthcare Executive
Allison Mulligan		Consultant Consumer
Kathy Scheu		Retired Medical/Laboratory Product Sales
Jeffrey Segil, MD		Physician-OB/GYN WDH
Marrielle Van Rossum		Attorney Devine, Millimet & Branch

**JAMES A. AVRETT**



**OPERATIONS MANAGEMENT & PERFORMANCE IMPROVEMENT EXECUTIVE**

I build and lead cross-functional, cross-organizational teams containing executives, physicians, staff, boards, business partners, community members and other stakeholders to improve the quality of products and services, lower costs, increase revenue, improve customer service levels, and ensure organizational sustainability and growth. I design, lead and implement initiatives to drive organizational transformation and change, operations and process / performance improvement, integration, and program enhancement / new design. I have broad experience in business development and strategy development.

**STRENGTHS**

- |   |                                   |                                     |
|---|-----------------------------------|-------------------------------------|
| Operations Management, Improvement & Redesign | Business Development              | Customer Service Improvement        |
| Business Model Design & Partner Integration   | Strategic Planning                | Service, Site, Provider Integration |
| Cost Savings & Revenue Enhancement            | Quality & Reliability Improvement | Relationship Management             |
| Optimized Staff and Service Scheduling        | Budget Design / Management        | Resource Utilization Management     |

**PROFESSIONAL HISTORY  
(Accomplishments)**

**Edgewood (a CCRC in MA and NH), North Andover, Massachusetts** **2020 - Present**  
**Director**

- Administrator of Resident Services. Responsibilities include:
  - Lead and manage the internal home health agency.
  - Oversee the Geriatric Care Management Nursing program.
  - Manage the outsourced on-site clinic – includes primary care (MD and PAs), podiatry, optometry, dental services.
  - Oversee social work services.
  - Developing plans for new home health and hospice agencies in Massachusetts and New Hampshire.
  - Redesigning the internal home health agency, saving cost, and increasing profitability.

**Huron Consulting Group, Chicago, IL (Based out of Dover, NH)** **2019 - 2020**  
**Healthcare Director**

- Led multi-site, multi-function integrated projects. Focus areas included operations management and improvement, workforce management, care optimization, supply chain and portfolio optimization. Coached / Mentored staff. Methodology development.
  - Led a team conducting a care optimization engagement at hospitals that were part of an academic medical center system including their clinics, ambulatory, and acute sites.
  - Led a team charged with improving workforce management and clinical operations for a community-based hospital that is part of a larger regional system. Implementing targeted savings of \$4,300,000 - \$5,700,000.

*future*HEALTH, Dover, NH

2017 – 2019

**Principal / Owner**

- Assist clients with: Operational improvement and process enhancement / redesign, service line portfolio analysis / optimization, customer service / experience improvement, staffing matrixes, quality improvement, integration and throughput optimization, decreasing process and outcome variance, strategic growth, leveraging technology to improve business processes.
- Retained long-term by a major international package transportation company to optimize operations including regional handling and distribution centers' intake, delivery and processing of packages and sales contract design / enhancement.

Management Consulting Group PLC, London, UK

2014 – 2016

**Proudfoot**, Atlanta, Georgia (Based out of Dover, NH) (2016)

**Vice President, Life Sciences and Healthcare Operations – North America**

- Managed a wide range of engagement types for the firm. Ensured engagement delivery quality.
- Supervised, coached and mentored the engagement managers charged with delivering services to clients.
- Client relationship management throughout the delivery cycle for multiple, simultaneous engagements.
- At a major international oil company streamlined processes and reduced costs. Worked with traders to improve algorithms and strategies for designing hedge positions. Produced savings between \$7 - \$12 million annually.
- Evaluated consolidating operations at two plants for a manufacturer – one US-based, one international. Streamlined the operations at the US-based site which resulted in a \$1.2 - \$3.6 million annual savings.
- Performed operational analysis of the coke production facility that serves the largest blast furnace in North America. Designed an oven repair and replacement plan that would not interrupt customer service and revenue. Redesigned staffing patterns, equipment and supplies purchasing and inventory management systems. Total value: \$19 – 26 million.

**Kurt Salmon**, Atlanta, Georgia (Based out of Dover, NH) (2014 – 2015)

**Partner**

- Sold and delivered strategy, operations, supply chain, IT, and facilities and capital asset planning engagements.
- Managed client relationships through the sales and delivery cycle. Monitored and guaranteed engagement delivery quality.
- Supervised, coached and mentored the engagement managers and staff.
- Led a team that worked with a national urgent care center organization to reduce overall throughput time through process improvements, development of new staffing matrixes by skill, time-of-day and day-of-week, staff and physician workload balancing. Created a proactive physician and appointment scheduling system. Lowered door to discharge time by 26%. Increased capacity for client appointments by 15%.
- Worked with a health system to conduct a market assessment then refine and validate their strategy to move ambulatory services into a new market area. Developed materials for Board of Directors education and strategy session.
- Co-led effort to build the firm's Operations and Performance Improvement practice. Developed methodologies and external and internal facing marketing pieces.

**Galloway Consulting / IVantage Health Analytics, Atlanta, Georgia (Based out of Dover, NH)**

**2011 – 2014**

**Senior Director - Engagements Lead**

- Led high profile, strategic consulting engagements for large, complex healthsystems including all their services / facilities across the care continuum. Employed a collaborative team approach to rapidly (4–5 weeks) develop solutions.
- Worked with a regional hospital of a national healthsystem to recover from an eight-digit budget variance within the fiscal year by reducing labor and supply cost, enhancing revenue, improving quality, portfolio optimization, patient experience, clinics operations improvement. Developed plans and implemented a \$17.1 million margin improvement.
- Led a team that worked with a multi-state healthsystem to improve their bottom line through staff scheduling / mix, operational and clinical process improvement as well as revenue enhancement and growth. Total impact more than \$70,000,000.
- Led a multi-site, multi-state engagement with a national healthsystem to design multi-year plans to take the sites through an organizational transformation to rebase their cost structure so they would succeed in an all Medicare-level type of reimbursement environment. Bottom line impact \$8,000,000 to \$50,000,000 per site and more than \$100,000,000 system wide.

**VHA, Incorporated, Dallas, Texas (Based out of Portland, ME and Boston, MA)**

**2001 – 2011**

**Regional Vice President (6 state region: ME, NH, VT, MA, CT, RI '07-'11) / Senior Director (3 State region: '04-'06)**

- Led strategic planning, relationship management, sales, and staff management activities for the consulting, analytics, purchased services and supply chain services across a multi-state, 100+ healthcare organization territory.
- Built and led team that grew group purchasing organization sales (to \$2,100,000,000) and revenue (to \$49,000,000).
- Increased Customer Satisfaction ratings by 18% from levels before given responsibility for the function.
- Led alliance member recruitment efforts in six-state region. Seven new members joined adding \$350,000,000 in revenue.
- Led effort to develop a regional purchasing coalition coordinating national, regional, vendor and healthsystem resources, needs and expectations. Designed governance and operational model. Savings exceeded \$2,200,000.
- Developed business plans and led my team to roll out and implement dozens of new contracts / services launches each year including pharmacy products, medical device, capital equipment, IT products / services and med / surg products.
- Worked with regional and national business partners to enhance pricing of agreements or establish new contracts.
- Responded to RFPs ensuring that VHA's value proposition addressed the customer's needs, coordinating resources across business lines, to create and present an impactful offering. Managed process through successful completion.
- Managed the Non-Acute Portfolio resources that exceeded targets or superior targets (125%) after gaining responsibility for the services. (Before taking responsibility for this portfolio the goal achievement was 82%)

**VHA, Incorporated, Based out of Dover, NH (2001 – 2004)**

**Director, Alliance Member Strategies (ME, NH, VT, MA, RI, CT, NY)**

- Led marketing and consultative sales activities for both the Purchased Services and Consulting Services portfolios for three regional offices encompassing a seven-state area. Target audiences: middle and executive management.
- Working with 90+ business partners, attained 150% of revenue target for purchased services portfolio (IT, capital, financial / revenue cycle, ambulatory, support, clinical).
- Partnering with national / corporate service providers, attained Superior level for consulting services revenue goals.
- Eventually responsible for the marketing and sales of all consulting services for one half of VHA's regions.

**North Broward Hospital District, Fort Lauderdale, Florida**  
**Executive Director, Reengineering and Integration**

1996 – 2001

- Led cross-functional, cross-facility initiatives improving processes and integrating services across 40 acute and non-acute site public health system.
- Developed process to manage at-risk patients much like the population health models seen today.
- Led a multiple phase, cross-District project that re-invented the financial assistance process, virtually resulting in a new function. This recouped \$2,000,000+ in unreimbursed service provision annually.
- Developed and tracked a daily district-wide labor productivity monitoring system containing executive roll-up reporting.
- Partnered with a for-profit entity to build a joint-venture DME company. Due diligence, governance, revenue split.
- Led the Quality Council with a member of the board. Designed, implemented, managed initiatives across the enterprise.
- Assisted with the preparation for JCAHO assessment.
- Co-led the planning, redesign of operations and implementation of the District's new Pathways IT system across the enterprise. Documented / updated processes to take full advantage of the system's functionality. Co-led all District/site-specific user groups.
- Designed the District's Enterprise Scheduling Center. Led the selection of software, developed processes and staffing requirements. Built a nurse call system into the Center. Increased customer service and reduced staffing.
- Managed the patient / family / customer satisfaction program for service improvement. Changed approach from reactive to proactive. Worked with staff to design and implement improved processes for patient and family service and engagement.

**EDUCATION**

**Master of Business Administration**  
University of South Florida

**Bachelor of Sciences in Commerce and Business Administration**  
Major: Health Care Management Minor: Marketing  
University of Alabama

**Additional Training**

Juran Institute Project / Team Facilitator Course, Juran Institute Quality / Performance Improvement Tools  
Leading an Empowered Organization (MIT), Lean for Healthcare and Non-Manufacturing (University of Texas)

## Erin E. Ross

### Objective

Obtain a position in Health Care, which will continue to build knowledge and skills from both education and experiences gained.

### Qualifications

Mature, energetic individual possessing management experience, organizational skills, multi-tasking abilities, good work initiative and communicates well with internal and external contacts. Proficient in computer skills.

### Education

September 1998 – May 2002

**Bachelor of Science in Health Management & Policy**  
University of New Hampshire  
Durham, New Hampshire 03824

### Related Experience

July 2011 – Present

**Chief Financial Officer**  
Goodwin Community Health

- Responsible for financial oversight of center to include supervision of accountant, bookkeeper, billing department and all clinical administrative staff.
- Assist Executive Director in budgeting process each fiscal year for center.
- Generate and assist with financial aspects of all center grants received.
- Complete on an as needed basis finance analysis's of various agency programs.
- Participate in agency fiscal audit at the end of each fiscal year.
- Member of Board of Directors level Finance Committee

August 2006 – June 2011

**Service Expansion Director**  
Avis Goodwin Community Health Center

- Responsible for the overall function of the Winter St location of Avis Goodwin Community Health Center.
- Maintain all clinical equipment and order all necessary supplies.
- Coordinate the scheduling of all clinical and administrative staff in the office.
- Assist with the continued integration of dental services and now mental health services to existing primary care services.
- Assist with the integration of private OB/GYN practice into Avis Goodwin Community Health Center.
- Organize patient outcome data collection and quality improvement measures to monitor multiple aspects and assure sustainability for Avis Goodwin Community Health Center.

January 2005 – August 2006

**Site Manager, Dover Location & Front Office Manager**  
Avis Goodwin Community Health Center

- Responsible for the overall function of the Dover location of Avis Goodwin Community Health Center.
- Maintain all clinical equipment and order all necessary supplies.
- Assist with the continued integration of dental services and now mental health services to existing primary care services.
- Coordinate the scheduling of all clinical and administrative staff in the office.
- Organize patient outcome data collection and quality improvement measures to monitor multiple aspects and assure sustainability for Avis Goodwin Community Health Center.
- Supervise, hire and evaluate front office staff of both Avis Goodwin Community Health Center locations.
- Develop and implement policies and procedures for the smooth functioning of the front office.

May 2004 – January 2010

**Dental Coordinator**  
Avis Goodwin Community Health Center

- Supervise, hire and evaluate dental staff, including Dental Assistant and Hygienists.
- Acted as general contractor during construction and renovation of existing facility for 4 dental exam rooms.
- Responsible for the operations of the dental center, development of educational programs for providers and staff and supervision of the school-based dental program.
- Developed policy and procedure manual, including OSHA and Infection Control protocols.
- Organize patient outcome data collection and quality improvement measures to monitor dental program and assure sustainability.
- Maintain all dental equipment and order all dental supplies.

- Coordinate grant fund requirements to multiple agencies on a quarterly basis.
- Oversee all aspects of billing for dental services, including training existing billing department staff.

July 2003 – May 2004

**Administrative Assistant to Medical Director**  
Avis Goodwin Community Health Center

- Assist with Quality Improvement program by attending all meetings, generating monthly minutes documenting all aspects of the agenda and reporting quarterly data followed by the agency.
- Generate a monthly report reflecting provider productivity including number patients seen by each provider and no show and cancellation rates of appointments.
- Served as a liaison between patients and Chief Financial Officer to effectively handle all patient concerns and compliments.
- Established and re-created various forms and worksheets used by many departments.

December 2002 – May 2004

**Billing Associate**  
Avis Goodwin Community Health Center

- Organize and respond to correspondence, rejections and payments from multiple insurance companies.
- Created an Insurance Manual for Front Office Staff and Intake Specialists as an aide to educate patients on their insurance.
- Responsible for credentialing and Re-credentialing of providers, including physicians, nurse practitioners and physician assistants, within the agency and to multiple insurance companies.
- Apply knowledge of computer skills, including Microsoft Office, Logician, PCN and Centricity.
- Designed a statement to generate from an existing Microsoft Access database for patients on payment plans to receive monthly statements.
- Assist Front Office Staff during times of planned and unexpected staffing shortages.

June 2002 - December 2002

**Billing Associate**  
Automated Medical Systems  
Salem, New Hampshire 03079

- Communicate insurance benefits and explain payments and rejections to patients about their accounts.
- Responsible for organizing and responding to correspondence received for multiple doctor offices.
- Determine effective ways for rejected insurance claims to get paid through communicating with insurance companies and patients.
- Apply knowledge of computer skills, including Microsoft Office, Accuterm and Docstar.

## Work Experience

October 1998 – May 2002

**Building Manager**  
Memorial Union Building – UNH  
Durham, New Hampshire 03824

- Recognized as a Supervisor, May 2001-May 2002.
- Supervised Building Manager and Information Center staff.
- Responsible for managing and documenting department monetary transactions.
- Organized and led employee meetings on a weekly basis.
- Established policies and procedures for smooth functioning of daily events.
- Oversaw daily operations of student union building, including meetings and campus events.
- Served as a liaison between the University of New Hampshire, students, faculty and community.
- Organized and maintained a weekly list of rental properties available for students.
- Developed and administered new ideas for increased customer service efficiency.

## References

Available upon request

# JESSICA GARLOUGH



## DETAILS



## SKILLS

- Problem Solving
- Time Management
- Customer Service
- Leadership
- Leadership Skills
- Adaptability
- Ability to Work in a Team
- Communication Skills
- Attention to Detail

## PROFILE

Experienced in managing employee and community programs, and dedicated to successfully directing business operations while maintaining a mission driven purpose. Adept in making key decisions and working with other professionals to achieve goals and solve problems. Bringing forth an empathetic and professional attitude, committed to providing patients with the best care possible. A strong leader who works well under pressure and with other medical professionals.

## EMPLOYMENT HISTORY

**Director of Family and Social Services at Greater Seacoast Community Health, Somersworth, NH**  
October 2020 — March 2021

Oversight and direct management of prenatal programs for both Somersworth and Portsmouth locations.

Oversight of Family Resource Center, with programming at both sites.

Oversight of Comprehensive Family Support Program, which includes home visiting, parent programming and DCYF coordination.

Oversight of social work department for both Portsmouth and Somersworth locations. Ensure compliance in all aspects.

Highly involved in all aspects of departments including budgetary compliance, marketing, staffing, strategic planning and employee issues.

Responsible for initial and ongoing training of staff, devising plans for optimal training opportunities and increased education for staff.

Direct staff supervision and mentorship.

**Prenatal and Social Work Manager at Goodwin Community Health, Somersworth, NH**  
June 2014 — October 2020

Responsible for the direct oversight of both the social work and prenatal departments.

**Family Planning and Social Work Manager at Goodwin Community Health, Somersworth, NH**  
November 2012 — June 2014

**Social Worker and Mental Health Coordinator at Goodwin Community Health, Somersworth, NH**  
June 2006 — November 2012

## EDUCATION

**Bachelor of Arts in Psychology, Southern New Hampshire University, Manchester, NH**  
August 1997 — May 2001

Major: Psychology Minor: Sociology

200 plus hours of clinical hours in social work

NH Department of Health and Human Services

**KEY PERSONNEL**

List those primarily responsible for meeting the terms and conditions of the agreement.

Job descriptions not required for vacant positions.

**Contractor Name:** Greater Seacoast Community Health

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
James Avrett	Chief Executive Officer	\$0.00	\$225,000.00
Erin Ross	Chief Financial Officer	\$0.00	\$167,003.00
Jessica Garlough	Family Services Director	\$20,222.00	\$101,109.00

5A mac



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY**

Lori A. Skiblaette  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited, Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412- B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412- B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625- B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274- B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166- B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166- B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166- B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating;
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations, increasing the share of referred families who enroll in services, and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Greater Seacoast Community Health ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.4., Staffing, Subsection 1.4.6., Paragraph 1.4.6.6, to read:  
1.4.6.6. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

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

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

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

Greater Seacoast Community Health

8/24/2022

Date

*Janet Laatsch*

Name: Janet Laatsch

Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

8/29/2022

Date

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

21  
mac

Lori A. Silbette  
Commissioner

Christine L. Santanella  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbha.nh.gov

June 26, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

**EXPLANATION**

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

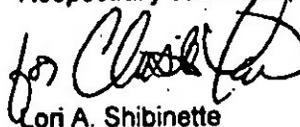
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



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

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>LRCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint - Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

christen.laver:

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

100% Federal, CFDA #21-645, Title IV-B

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-11002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

FIC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

NAKFS REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,240.00

65-895-043-421018-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CPDA #23-556, Promoting Safe and Stable Families

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170615-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOMIE HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

TLC FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

TLC FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421010-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Fund, CPDA #93,467, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEA COAST COMMUNITY HEALTH (F/K/A Families First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Dudget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
100% Federal Funds, CFDA 93.538, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN 12NHITANF

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,452.80

WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (FICA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,136.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,136.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,136.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,136.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177351-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.28
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

**05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT. OF. (IHS): TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS 100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 12NHITANF**

**WAYPOINT (FICA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42103874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-1002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177231-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SOF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SOF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

05-995-096-902018-51906000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 TITLS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #23.994, Federal Funds from HRSA

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-0002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-0004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,043.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,043.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,043.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,043.64
Total:				\$12,174.56

**GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154783-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**FILC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170615-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.00
Total:				\$30,556.00

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
Total:				\$18,504.00

**LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
Total:				\$25,728.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
Total:				\$29,036.00

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
Total:				\$14,768.00
Sub-Total:				\$245,564.00

**02-093-642-421810-19380000-643-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF: HHS: HUMAN SERVICES, CHILD PROTECTION: CHILD-FAMILY SERVICES  
UPPA Special Funds**

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
Total:				\$173,152.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
Total:				\$36,876.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
Total:				\$204,000.00

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 15414-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
<b>Total:</b>				<b>\$32,010.24</b>

**GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
<b>Total:</b>				<b>\$204,000.00</b>

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
<b>Total:</b>				<b>\$144,280.00</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
<b>Total:</b>				<b>\$206,900.16</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
<b>Total:</b>				<b>\$206,800.00</b>
<b>Sub-Total:</b>				<b>\$1,231,834.40</b>

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Fund  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
				Total:	\$300,000.00
				Sub-Total:	\$300,000.00
				Grand Total:	\$13,656,620.00
					\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-02-COMPR-05)

**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**

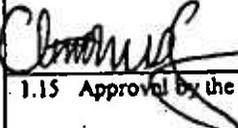
The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> Greater Seacoast Community Health		<b>1.4 Contractor Address</b> 311 Route 108 Somersworth, NH, 03878	
<b>1.5 Contractor Phone Number</b> (603) 516-2542	<b>1.6 Account Number</b> 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734 05-095-045-450010-61270000-102-500731 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004	<b>1.7 Completion Date</b> June 30, 2024	<b>1.8 Price Limitation</b> \$1,405,192
<b>1.9 Contracting Officer for State Agency</b> Nathan D. White, Director		<b>1.10 State Agency Telephone Number</b> (603) 271-9631	
<b>1.11 Contractor Signature</b>  Date: 6.22.20		<b>1.12 Name and Title of Contractor Signatory</b> Janet Laatsch, CEO	

Contractor Initials JL  
 Date 6.22.20

1.13 State Agency Signature 	1.14 Name and Title of State Agency Signatory Date: <u>4/22/20</u> Christine Santaniello; Director-DEHS
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: <u>1st/Christen Lavers</u> On: <u>6/28/20</u>	
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____	

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

## 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

## 9. TERMINATION.

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

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

submit to the State a Transition Plan for services under the Agreement.

## 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

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

#### 15. WORKERS' COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT A**



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

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

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

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

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

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

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

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor shall provide services to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who:

1.1.1.1. Are at risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy.

1.1.1.1.2. Health and nutrition.

1.1.1.1.3. Education and employment.

1.1.1.1.4. Parenting challenges.

1.1.1.1.5. Social isolation.

1.1.1.1.6. Substance use disorders.

1.1.1.1.7. Mental health events.

1.1.1.2. Are at risk for child abuse and neglect.

1.1.1.3. Are perinatal families of substance-exposed infants.

1.1.1.4. Seek Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. For the purposes of this agreement, all references to days shall mean business days.

1.1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 AM to 5:00 PM, excluding state and federal holidays.

1.1.4. The Contractor shall provide services at the Family Center located at the Community Campus at 100 Campus Drive, Portsmouth NH, and other locations as mutually agreed upon between the Contractor and the client within the Department of Health and Human Services Seacoast District Office Catchment Area.

1.1.5. The Contractor shall continue working toward obtaining, and once approved – maintaining- the designation of a Qualified Family Resource Center (FRC-Q), which is scheduled for review by the New Hampshire Children's Trust and the Wellness and Prevention Committee in the Fall of 2020 to ensure attainment of FRC-Q designation no later than the contract completion date.

1.1.6. The Contractor shall provide voluntary CFSS to parents who may be experiencing social, emotional, physical and mental health events

Contractor Initials J.L.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



that interfere with their ability to parent their children. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families in three stages:

- 1.1.6.1. Prevention.
- 1.1.6.2. Early Intervention.
- 1.1.6.3. Crisis.
- 1.1.7. The Contractor shall support the empowerment of families as advocates for themselves and their children by facilitating collaboration between communities and families to develop a comprehensive array of local, family-centered and culturally informed services.
- 1.1.8. The Contractor shall perform outreach to individuals and families through activities that may include, but are not limited to:
  - 1.1.8.1. Sending reminders to referral sources.
  - 1.1.8.2. Making community connections with community resources that may include, but are limited to:
    - 1.1.8.2.1. Libraries.
    - 1.1.8.2.2. Schools
    - 1.1.8.2.3. Town welfare offices.
  - 1.1.8.3. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.1.8.4. Developing and providing local newspapers and radio stations with press releases and community calendars of events.
- 1.1.9. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
  - 1.1.9.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.9.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.9.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.9.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



- 1.1.9.5. Having income at or below 300% of the Federal Poverty Level.
- 1.1.9.6. Family history of domestic violence.
- 1.1.9.7. Child's insecure attachment in early years.
- 1.1.9.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
- 1.1.9.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
- 1.1.9.10. Having more than one (1) child under the age of three (3) years.
- 1.1.9.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.1.9.12. Home conditions presenting a health and/or safety risk to family members.
- 1.1.9.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
- 1.1.9.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.9.15. Families impacted by traumatic events.
- 1.1.9.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.9.17. Substance Use Disorder services.
- 1.1.10. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure:
  - 1.1.10.1. Service activities include, but are not limited to providing:
    - 1.1.10.1.1. Evidence-based practices, where available.
    - 1.1.10.1.2. Education and direct services that support parent and child wellbeing.
    - 1.1.10.1.3. Case management.
    - 1.1.10.1.4. Access to a broad array of resources and referrals to respond to each family's needs, as appropriate.

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1.1.10.2. Services are delivered in an environment appropriate to the needs and convenience of the clients, which may include, but are not limited to:

1.1.10.2.1. Home-visiting services.

1.1.10.2.2. Community-based visits.

1.1.10.2.3. Parenting groups.

1.1.10.2.4. Workshops.

1.1.10.2.5. Playgroups.

1.1.11. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

1.1.12. The Contractor shall provide access to area program's that accommodate parent schedules with free access to childcare, locations include but are not limited to:

1.1.12.1. Greater Seacoast's Health Center in Somersworth

1.1.12.2. Exeter Parks and Recreation

1.1.12.3. Epping School Administrative Unit

1.1.12.4. Hampton at Greater Seacoast's partner

**1.2. Assessments and Referrals**

1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:

1.2.1.1. Provide early intervention in at risk pregnant and parenting families.

1.2.1.2. Prioritize pregnant parents with substance use disorder for support and assignment.

1.2.2. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:

1.2.2.1. Identify risk factors;

1.2.2.2. Determine appropriate CFSS; and

1.2.2.3. Provide appropriate CFSS.

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- 1.2.3. The Contractor shall provide each family with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.2.3.1. Parent education and support;
  - 1.2.3.2. Family mentoring and advocacy;
  - 1.2.3.3. Medical and health education;
  - 1.2.3.4. Early childhood education;
  - 1.2.3.5. Literacy education and support; and
  - 1.2.3.6. Life skills training.
- 1.2.4. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.4.1. Child Care Aware of New Hampshire.
  - 1.2.4.2. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
  - 1.2.4.3. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
  - 1.2.4.4. Family violence prevention agencies.
  - 1.2.4.5. Mental health services.
  - 1.2.4.6. Nutrition education and healthy foods.
  - 1.2.4.7. Instructional money management.
  - 1.2.4.8. Smoking cessation programs, including referrals to QuitWorks-NH.
  - 1.2.4.9. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.2.4.10. Independent living programs.
  - 1.2.4.11. Adult education.
  - 1.2.4.12. Literacy education.
  - 1.2.4.13. Employment services.
  - 1.2.4.14. Vocational rehabilitation services.
  - 1.2.4.15. NH Employment Securities.

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- 1.2.5. The Contractor shall provide referrals to the local SAU special education department for programs, as appropriate, that include but are not limited to:
  - 1.2.5.1. Free and reduced lunch.
  - 1.2.5.2. Summer camps for children who are impoverished and/or have a developmental disability.
  - 1.2.5.3. Holiday gift giving programs.
  - 1.2.5.4. Developmental and family support programs.
  - 1.2.5.5. The Door Way.
  - 1.2.5.6. Strength to Succeed.
  - 1.2.5.7. Kinship Navigation services.
  - 1.2.5.8. Caregiver support groups.
  - 1.2.5.9. Community events.
  - 1.2.5.10. Healthy Families America.
- 1.2.6. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.6.1. Distribute the "Learn the Signs, Act Early" materials;
  - 1.2.6.2. Report the number of families who received developmental screening education materials;
  - 1.2.6.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.6.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.
  - 1.2.6.1. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.

**1.3. Home Visiting Services**

- 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
- 1.3.2. The Contractor shall provide home visiting services that include, but are not limited to:

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- 1.3.2.1. Working with program participants to develop comprehensive goals to improve the economic self-sufficiency of families by assisting parents with developing a vision for the future that includes, but is not limited to:
  - 1.3.2.1.1. Planning future pregnancies.
  - 1.3.2.1.2. Continuing education.
  - 1.3.2.1.3. Finding and maintaining employment.
  - 1.3.2.1.4. Increasing Protective Factors of the family.
  - 1.3.2.1.5. Obtaining secure housing.
  - 1.3.2.1.6. Accessing community services.
  - 1.3.2.1.7. Accessing parental education on topics that include, but are not limited to:
    - 1.3.2.1.7.1. Child development.
    - 1.3.2.1.7.2. Child behavior.
    - 1.3.2.1.7.3. Child health.
    - 1.3.2.1.7.4. Coping and problem solving skills.
    - 1.3.2.1.7.5. Safety.
    - 1.3.2.1.7.6. Parenting skills.
- 1.3.2.2. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
- 1.3.2.3. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
- 1.3.2.4. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.2.5. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.2.5.1. All women have access to formal, validated screening for prenatal and postpartum depression.

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- 1.3.2.5.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
- 1.3.2.5.3. All participants are enrolled in primary care physician services.
- 1.3.2.5.4. Improvement in family health and functioning.
- 1.3.3. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.3.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.
  - 1.3.3.2. Growing Great Families curriculum.
  - 1.3.3.3. Parents-as-Teachers curriculum.
  - 1.3.3.4. Positive Solutions for Families curriculum;
  - 1.3.3.5. SAMSHA's Anger Management curriculum, as appropriate.
  - 1.3.3.6. Circle of Security curriculum.
  - 1.3.3.7. Motivational interviewing.
  - 1.3.3.8. Reflective supervision.
- 1.3.4. The Contractor shall ensure that access to services is flexible to meet the needs of families during times and locations that are most convenient for the family, including but not limited to:
  - 1.3.4.1. Home.
  - 1.3.4.2. School.
  - 1.3.4.3. Churches.
- 1.3.5. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.
- 1.3.6. The Contractor shall provide meeting space in a community setting in instances in which the family may not feel comfortable meeting at their residence including but not limited to:
  - 1.3.6.1. Children's Room.
  - 1.3.6.2. Fenced in playground.
  - 1.3.6.3. Headstart.
  - 1.3.6.4. Community Childcare.

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- 1.3.7. The Contractor shall ensure families have access to meetings in a manner that ensures safety for both the Family Resource Center staff and the families served by training the families how to utilize web-based meeting methods that include, but are not limited to:
  - 1.3.7.1. Zoom.
  - 1.3.7.2. Google Classroom.
- 1.3.8. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.
- 1.3.9. The Contractor shall ensure additional supports are provided to families during academic and routine changes, which may include, but are not limited to:
  - 1.3.9.1. Delivering hard copies of applications for support services.
  - 1.3.9.2. Emotional learning activities.
  - 1.3.9.3. Gas cards.
  - 1.3.9.4. Phone cards.
  - 1.3.9.5. Data cards.
- 1.3.10. The Contractor shall maintain and initiate regular contact with their assigned families to ensure they remain engaged in working towards goals, offer support and mitigate feelings of isolation.
- 1.3.11. The Contractor shall provide a Parent Leadership Certificate course to parents and/or caregivers, as needed, in order to develop leadership skills and facilitate opportunities for using specific skills in their community.
- 1.3.12. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.
- 1.3.13. The Contractor shall maintain all Family Center program materials including but not limited to:
  - 1.3.13.1. Brochures
  - 1.3.13.2. Flyers
  - 1.3.13.3. Schedules
  - 1.3.13.4. Monthly e-newsletters

**1.4. Staffing**

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- 1.4.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.
- 1.4.2. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.
- 1.4.3. The Contractor shall ensure staff are trained in:
  - 1.4.3.1. The principles of family support;
  - 1.4.3.2. Maternal and child health;
  - 1.4.3.3. The child welfare system with concentrations in service array; and
  - 1.4.3.4. Working in multidisciplinary teams.
- 1.4.4. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:
  - 1.4.4.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.4.4.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.4.4.3. Effective home visiting and reporting practices.
- 1.4.5. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
- 1.4.6. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:
  - 1.4.6.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
  - 1.4.6.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
  - 1.4.6.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
  - 1.4.6.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.

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- 1.4.6.5. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:
- 1.4.6.6. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and
- 1.4.6.7. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.4.7. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.4.8. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:
  - 1.4.8.1. Clinical updates.
  - 1.4.8.2. Program announcements.
  - 1.4.8.3. Changes, errors, and requests.
- 1.4.9. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
  - 1.4.9.1. After school programs.
  - 1.4.9.2. Collaboration with SAU, teachers and guidance departments.
- 1.4.10. The Contractor shall staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.4.11. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.
- 1.5. **Relevant Laws, Policies and Guidelines**
  - 1.5.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.

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- 1.5.2. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.
- 1.5.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.5.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.5.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.5.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.5.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.5.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.5.7.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.5.7.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.5.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.

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- 1.5.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.5.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.5.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.5.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes.
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department no later than July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.

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- 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month Ages and Stages Questionnaire (ASQ) was used.
  - 3.3.8. Recheck.
  - 3.3.9. Referred
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to the client's PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the Family Service Record includes, but not be limited to:
  - 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.

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- 3.5.6. Case contact log.
- 3.5.7. Receipt of health care.
- 3.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 3.5.9. Progress notes.
- 3.5.10. Child care utilization and billing information.
- 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.

**4. Performance Measures**

- 4.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 4.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
- 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
- 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
  - 4.5.1. Increasing outreach to high-risk populations;
  - 4.5.2. Increasing the share of referred families who enroll in services;
  - 4.5.3. Increasing service completion dates; and
  - 4.5.4. Evaluating long-term program outcomes.
- 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

- 5.1.1. The Contractor agrees that, to the extent future state or federal

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legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

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

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

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

- 5.3.3.1. Brochures.
- 5.3.3.2. Resource directories.
- 5.3.3.3. Protocols or guidelines.
- 5.3.3.4. Posters.
- 5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

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

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

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received or collected by the Contractor.

- 6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 6.1.4. Medical records on each patient/recipient of services.
- 6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

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**Payment Terms**

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget Sheet through Exhibit C-4, Budget Sheet.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.

Greater Seacoast Community Health

Exhibit C

Contractor Initials JL

RFP-2021-DEHS-02-COMPR-05

Page 1 of 3

Date 6.22.20

Rev. 01/08/19

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFainvoices@dhhs.nh.gov](mailto:BFainvoices@dhhs.nh.gov), or invoices may be mailed to:  

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.

Greater Seacoast Community Health

Exhibit C

Contractor Initials JL

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Date 6.22.20

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



- 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

Greater Seacoast Community Health

Exhibit C

Contractor Initials   JK  

RFP-2021-DEHS-02-COMPR-05

Page 3 of 3

Date   6-22-20  

Rev. 01/08/19

Exhibit C-2, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: Greater Seacoast Community Health

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-06HS-02-COMPR

Budget Period: SFY 2022 (7/1/2021 TO 6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 278,150.61	\$ -	\$ 278,150.61	\$ -	\$ -	\$ -	\$ 278,150.61	\$ -	\$ 278,150.61
2. Employee Benefits	\$ 52,848.62	\$ -	\$ 52,848.62	\$ -	\$ -	\$ -	\$ 52,848.62	\$ -	\$ 52,848.62
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,548.77	\$ -	\$ 2,548.77	\$ -	\$ -	\$ -	\$ 2,548.77	\$ -	\$ 2,548.77
6. Travel	\$ 11,500.00	\$ -	\$ 11,500.00	\$ -	\$ -	\$ -	\$ 11,500.00	\$ -	\$ 11,500.00
7. Occupancy	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 357,492.04	\$ -	\$ 357,492.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 351,298.00	\$ -	\$ 351,298.00

Indirect As A Percent of Direct

0.0%

Exhibit C-1, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: Greater Seacoast Community Health

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DHS-02-CO-MPR

Budget Period: SFY 2021 (7/1/2020 TO 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by: DHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 275,501.20	\$ -	\$ 275,501.20	\$ -	\$ -	\$ -	\$ 275,501.20	\$ -	\$ 275,501.20
2. Employee Benefits	\$ 52,345.23	\$ -	\$ 52,345.23	\$ -	\$ -	\$ -	\$ 52,345.23	\$ -	\$ 52,345.23
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 3,850.00	\$ -	\$ 3,850.00	\$ -	\$ -	\$ -	\$ 3,850.00	\$ -	\$ 3,850.00
6. Travel	\$ 12,500.00	\$ -	\$ 12,500.00	\$ -	\$ -	\$ -	\$ 12,500.00	\$ -	\$ 12,500.00
7. Occupancy	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 4,601.57	\$ -	\$ 4,601.57	\$ -	\$ -	\$ -	\$ 4,601.57	\$ -	\$ 4,601.57
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 357,492.04	\$ -	\$ 357,492.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 351,298.00	\$ -	\$ 351,298.00

Indirect As A Percent of Direct 0.0%

Contractor initials JL  
Date 6-22-20

Exhibit C-3, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: Greater Seacoast Community Health

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-0EHS-02-COMPR

Budget Period: SFY 2023 (7/1/2023 TO 6/30/23)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS/contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 278,161.10	\$ -	\$ 278,161.10	\$ -	\$ -	\$ -	\$ 278,161.10	\$ -	\$ 278,161.10
2. Employee Benefits	\$ 52,850.61	\$ -	\$ 52,850.61	\$ -	\$ -	\$ -	\$ 52,850.61	\$ -	\$ 52,850.61
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,286.29	\$ -	\$ 2,286.29	\$ -	\$ -	\$ -	\$ 2,286.29	\$ -	\$ 2,286.29
6. Travel	\$ 11,750.00	\$ -	\$ 11,750.00	\$ -	\$ -	\$ -	\$ 11,750.00	\$ -	\$ 11,750.00
7. Occupancy	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 357,432.04</b>	<b>\$ -</b>	<b>\$ 357,432.04</b>	<b>\$ 6,194.04</b>	<b>\$ -</b>	<b>\$ 6,194.04</b>	<b>\$ 351,238.00</b>	<b>\$ -</b>	<b>\$ 351,238.00</b>

Indirect As A Percent of Direct

0.0%

Exhibit C-4, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: Greater Seacoast Community Health

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2024 (7/1/2023 TO 6/30/24)

Line Item	As Total Program Cost			Contractor Share / Match			Funded by OHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 279,485.83	\$ -	\$ 279,485.83	\$ -	\$ -	\$ -	\$ 279,485.83	\$ -	\$ 279,485.83
2. Employee Benefits	\$ 53,102.31	\$ -	\$ 53,102.31	\$ -	\$ -	\$ -	\$ 53,102.31	\$ -	\$ 53,102.31
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,459.88	\$ -	\$ 1,459.88	\$ -	\$ -	\$ -	\$ 1,459.88	\$ -	\$ 1,459.88
6. Travel	\$ 11,750.00	\$ -	\$ 11,750.00	\$ -	\$ -	\$ -	\$ 11,750.00	\$ -	\$ 11,750.00
7. Occupancy	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 357,492.04	\$ -	\$ 357,492.04	\$ 6,194.04	\$ -	\$ 6,194.04	\$ 351,298.00	\$ -	\$ 351,298.00

Indirect As A Percent of Direct 0.0%

Contractor Initials *JL*  
Date *6.22.24*



New Hampshire Department of Health and Human Services  
Exhibit D

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

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

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

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

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



New Hampshire Department of Health and Human Services  
Exhibit D

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

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Vendor Name:

6.22.20  
Date

Janet Coakley  
Name:  
Title:

New Hampshire Department of Health and Human Services  
Exhibit E



**CERTIFICATION REGARDING LOBBYING**

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Vendor Name:

4-22-20  
Date

Jeanette Carlsch  
Name:  
Title:

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

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

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services  
Exhibit F



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

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

**PRIMARY COVERED TRANSACTIONS**

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

**LOWER TIER COVERED TRANSACTIONS**

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name:

6.22.20  
Date

Janet Coatsch  
Name:  
Title:

Vendor Initials JC

Date 6.22.20

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination, Equal Employment Opportunity, Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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

Exhibit G

Vendor Initials JK

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit G



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

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

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

Vendor Name:

*Grant Carter*

Name:  
Title:

6.22.20  
Date

Exhibit G

Vendor Initials JL

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Vendor Name:

6.22.20  
Date

Janet Coats  
Name:  
Title:

## New Hampshire Department of Health and Human Services



## Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

**(1) Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

3/2014

Contractor Initials   JL  Date   6.22.20

New Hampshire Department of Health and Human Services



Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

New Hampshire Department of Health and Human Services



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed.
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

## New Hampshire Department of Health and Human Services



## Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials

SL

Date 6.22.20

New Hampshire Department of Health and Human Services



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



New Hampshire Department of Health and Human Services

Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services

The State

*Christine*

Signature of Authorized Representative

Christine Santanella

Name of Authorized Representative

Director DEHS

Title of Authorized Representative

6/24/20

Date

Greater Seacoast Comm. Health

Name of the Contractor

*Janet Leatsch*

Signature of Authorized Representative

Janet Leatsch

Name of Authorized Representative

CEO

Title of Authorized Representative

6.22.20

Date

New Hampshire Department of Health and Human Services  
Exhibit J



**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

6.22.20  
Date

Grant Contract  
Name:  
Title:



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

- The DUNS number for your entity is: 780054164
- In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

- Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

- The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

## New Hampshire Department of Health and Human Services

### Exhibit K

### DHHS Information Security Requirements



#### A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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- wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.
9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
  10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
  11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

**III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS**

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

**A. Retention**

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

**New Hampshire Department of Health and Human Services**

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whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

**B. Disposition**

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute, of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

**IV. PROCEDURES FOR SECURITY**

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Department's discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doiit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

**A. DHHS Privacy Officer:**

DHHSPrivacyOfficer@dhhs.nh.gov

**B. DHHS Security Officer:**

DHHSInformationSecurityOffice@dhhs.nh.gov

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Lakes Region Community Services Council ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,593,708
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 96% Federal Funds, comprised of:
      - 1.1.1. 2% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 3% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 27% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 67% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 4% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

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6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/28/2024

Date

DocuSigned by:

Iain Watt

D7780883F0704C7...

Name: Iain Watt

Title: Interim Director - DPHS

Lakes Region Community Services Council

5/22/2024

Date

DocuSigned by:

Rebecca L. Bryant

1080EE0378DC4E0...

Name: Rebecca L. Bryant

Title: CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/29/2024

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Lakes Region Community Services Council located at 719 North Main Street, Laconia, NH, and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Laconia District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:00 AM to 4:30 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

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Date 5/22/2024

New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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**EXHIBIT B – AMENDMENT 2**

- 1.2.6.7. Accessing parental education on topics that include, but are not limited to:
  - 1.2.6.7.1. Child development.
  - 1.2.6.7.2. Child behavior.
  - 1.2.6.7.3. Child health.
  - 1.2.6.7.4. Coping and problem-solving skills.
  - 1.2.6.7.5. Safety.
  - 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

- 1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:
  - 1.3.1.1.1. Families at or below 250% of the federal poverty level;
  - 1.3.1.1.2. Single-parent families;
  - 1.3.1.1.3. First time parents;
  - 1.3.1.1.4. Families with other children under three (3) years of age;
  - 1.3.1.1.5. Parents under twenty-five (25) years of age; and
  - 1.3.1.1.6. Parents with limited educational attainment.
- 1.3.1.2. Make initial contact with families at during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:
  - 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
  - 1.3.1.2.2. Schedule a date and time for the initial home visit to occur and obtain initial intake prescreening information to follow up with the family.

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1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.-
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS, and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
    - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
    - 1.3.5.7. Assessment of referrals and connections to community resources.
    - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
    - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:

- 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
- 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
- 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
- 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
- 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
- 1.4.1.6. Family history of domestic violence.
- 1.4.1.7. Child's insecure attachment in early years.
- 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
- 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
- 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
- 1.4.1.11. Having more than one (1) child under three (3) years of age.
- 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
- 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3, and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
  - 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families, and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the “Learn-the Signs, Act Early” materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kinicare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
- 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
- 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
- 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
- 1.9.5.15.2. Childcare.
- 1.9.5.15.3. Healthcare access.
- 1.9.5.15.4. Community supports.
- 1.9.5.15.5. Home visiting programs and type.
- 1.9.5.15.6. Discharge date and reason.
- 1.9.5.15.7. Post survey completion.

1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.

1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.

1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals and is monitored through the Family Support Data System (FSDS).

1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.

1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring-site visits.

1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:

- 1.10.7.1. Increasing outreach to high-risk populations.
- 1.10.7.2. Increasing the share of referred families who enroll in services.
- 1.10.7.3. Increasing service completion dates.
- 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
- 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
- 1.10.7.4.3. Improving the quality and safety of the home environment.
- 1.10.7.4.4. Increasing positive parenting behaviors.
- 1.10.7.4.5. Reducing parental anxiety and depression.
- 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
  - 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families' (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing, or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:  
  
CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

1.15.3. Disagreement over Transition Services Results

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution, or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

4.1. The Contractor must keep records that include, but are not limited to:

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

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4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts, and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

## Exhibit C-5, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Lakes Region Community Services Council		
<b>Budget Request for:</b> Comprehensive Family Support Services.		
<b>Budget Period:</b> 7/1/2024 - 06/30/2025 (SFY 2025)		
<b>Indirect Cost Rate (if applicable):</b> 0.022112362		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$247,944	\$3,000
2. Fringe Benefits	\$53,621	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$0	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$0
6. Travel	\$8,000	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$0	\$0
8. (b) Other - Education and Training	\$7,000	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$316,565</b>	<b>\$3,000</b>
<b>Total Indirect Costs</b>	<b>\$7,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$323,565</b>	<b>\$3,000</b>

Contractor:



Date: 5/22/2024

**Exhibit C-6, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Lakes Region Community Services Council		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026 (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 0.020938357		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$260,060	\$3,000
2. Fringe Benefits	\$58,255	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$0	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$0
6. Travel	\$8,000	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$0	\$0
8. (b) Other - Education and Training	\$8,000	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$334,315</b>	<b>\$3,000</b>
<b>Total Indirect Costs</b>	<b>\$7,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$341,315</b>	<b>\$3,000</b>

Contractor: 

# 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 LAKES REGION COMMUNITY SERVICES COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 29, 1975. 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: 64109

Certificate Number: 0006665914



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 11th day of April A.D. 2024.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan  
Secretary of State



*Engage. Empower. Inspire.*

**CERTIFICATE OF AUTHORITY**

I, Lynn Hilbrunner , hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of Lakes Region Community Services Council.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 15, 2024, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Rebecca L. Bryant, President & CEO is duly authorized on behalf of Lakes Region Community Services Council to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was **valid thirty (30) days prior to and remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/22/24

A handwritten signature in black ink, appearing to read "Lynn Hilbrunner", written over a horizontal line.

Signature of Elected Officer  
Name: Lynn Hilbrunner  
Title: LRCS Board Secretary





### Mission Statement

*Dedicated to serving the community by promoting independence, dignity and opportunity.*

### Value Statements

*As individuals and as a community agency, we:*

- Value all people;
  - Value a team approach in all we do;
  - Value and respect one another;
  - Value our relationships in the communities in which we live and work;
  - Value our role as facilitators of relationships; and
  - Value and recognize that our relationships evolve, grow, and change over time.
-

*Financial Statements*

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**LAKES REGION COMMUNITY SERVICES**  
**COUNCIL, INC.**

**FOR THE YEARS ENDED  
JUNE 30, 2023 AND 2022  
AND  
INDEPENDENT AUDITORS' REPORT AND  
REPORTS ON COMPLIANCE AND  
INTERNAL CONTROL**

*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

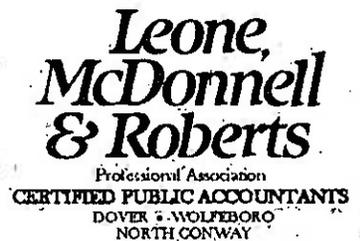
CERTIFIED PUBLIC ACCOUNTANTS

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Lakes Region Community Services Council, Inc.

### **Opinion**

We have audited the accompanying financial statements of Lakes Region Community Services Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of cash flows, and 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, 2023.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Lakes Region Community Services Council, Inc. as of June 30, 2023 and 2022, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2023 in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Lakes Region Community Services Council, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the 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 misstatements, 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 Lakes Region Community Services Council, Inc.'s 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 and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the 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 Lakes Region Community Services Council, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Lakes Region Community Services Council, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues on pages 20-22 is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2024, on our consideration of Lakes Region Community Services Council, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Lakes Region Community Services Council, Inc.'s internal control over financial reporting and compliance.

**Report on Summarized Comparative Information**

We have previously audited the Lakes Region Community Services Council, Inc.'s June 30, 2022 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 12, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Leone McDonnell & Roberts,  
Professional Association*

Wolfeboro, New Hampshire  
January 15, 2024

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2023 AND 2022**

	<b><u>ASSETS</u></b>	
	<b><u>2023</u></b>	<b><u>2022</u></b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 4,641,758	\$ 6,389,493
Certificates of deposit	303,154	-
Accounts receivable:		
Medicaid	2,241,781	1,766,274
Other, net of allowance for doubtful accounts of \$50,000 at June 30, 2023 and 2022	235,754	248,249
Prepaid expenses	<u>31,675</u>	<u>238,869</u>
Total current assets	<u>7,454,122</u>	<u>8,642,885</u>
<b>PROPERTY AND EQUIPMENT, NET</b>	<u>3,135,440</u>	<u>3,012,704</u>
<b>OTHER ASSETS</b>		
Due from affiliates, net	197,428	112,783
Deposits	35,779	35,779
Right-of-use asset, operating	<u>158,675</u>	<u>-</u>
Total other assets	<u>391,882</u>	<u>148,562</u>
Total assets	<u>\$ 10,981,444</u>	<u>\$ 11,804,151</u>
	<b><u>LIABILITIES AND NET ASSETS</u></b>	
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 1,410,935	\$ 1,197,843
Current portion of operating lease liability	70,115	-
Accrued salaries, wages, and related expenses	272,611	629,977
Accrued earned time	323,901	326,707
Refundable advances	814,106	1,640,567
Other accrued expenses	<u>92,360</u>	<u>121,192</u>
Total current liabilities	<u>2,984,028</u>	<u>3,916,286</u>
<b>LONG-TERM LIABILITIES</b>		
Operating lease liability, net of current portion shown above	<u>88,560</u>	<u>-</u>
Total liabilities	<u>3,072,588</u>	<u>3,916,286</u>
<b>NET ASSETS</b>		
Without donor restrictions	6,807,730	6,736,576
With donor restrictions	<u>1,101,126</u>	<u>1,151,289</u>
Total net assets	<u>7,908,856</u>	<u>7,887,865</u>
Total liabilities and net assets	<u>\$ 10,981,444</u>	<u>\$ 11,804,151</u>

See Notes to Financial Statements

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2023</u>	<u>2022</u>
<b>CHANGES IN NET ASSETS</b>				
<b>Revenues</b>				
Program fees	\$ 1,521,510	\$ -	\$ 1,521,510	\$ 1,398,521
Medicaid	26,006,636	-	26,006,636	25,205,436
Client resources	152,485	-	152,485	127,642
Other third party payers	-	-	-	1,173
Public support	740,362	-	740,362	723,869
Private foundations	84,532	-	84,532	45,947
Production/service income	86,290	-	86,290	86,840
Investment	41,091	-	41,091	2,796
State of New Hampshire - DDS	1,359,148	-	1,359,148	1,366,441
Management fees	54,400	-	54,400	14,400
Other	1,509,606	-	1,509,606	1,607,539
<b>Total revenues</b>	<u>31,556,060</u>	<u>-</u>	<u>31,556,060</u>	<u>30,580,604</u>
<b>Expenses</b>				
<b>Program services</b>				
Service coordination	1,399,564	-	1,399,564	1,365,412
Day programs	2,281,985	-	2,281,985	2,420,747
Early intervention	764,001	-	764,001	688,117
Enhanced family care	3,756,282	-	3,756,282	3,366,605
Community options	162,093	-	162,093	192,798
Community residences	13,480,316	-	13,480,316	12,686,886
Transportation	40,850	-	40,850	44,220
Family support	5,560,738	-	5,560,738	5,030,128
Other programs	1,638,198	-	1,638,198	1,701,785
<b>Supporting activities</b>				
General management	2,189,327	50,163	2,239,490	2,599,368
Fundraising	211,552	-	211,552	143,925
<b>Total expenses</b>	<u>31,484,906</u>	<u>50,163</u>	<u>31,535,069</u>	<u>30,239,991</u>
<b>CHANGE IN NET ASSETS</b>	71,154	(50,163)	20,991	340,613
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>6,736,576</u>	<u>1,151,289</u>	<u>7,887,865</u>	<u>7,547,252</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 6,807,730</u>	<u>\$ 1,101,126</u>	<u>\$ 7,908,856</u>	<u>\$ 7,887,865</u>

See Notes to Financial Statements

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Service Coordination</u>	<u>Day Programs</u>	<u>Early Intervention</u>	<u>Enhanced Family Care</u>	<u>Community Options</u>
<b>PERSONNEL COSTS</b>					
Salaries and wages	\$ 886,109	\$ 1,371,871	\$ 527,358	\$ 226,707	\$ 112,697
Employee benefits	201,722	309,274	121,524	51,673	25,319
Payroll taxes	65,804	104,351	40,726	16,350	7,973
<b>PROFESSIONAL FEES AND CONSULTATIONS</b>					
Client treatment & therapies	83,001	-	-	3,427,621	-
Accounting/auditing	-	-	-	-	-
Legal	67,225	-	-	-	-
Subcontract services	-	-	19,320	-	-
Other professional fees	30,213	43,800	-	-	-
<b>STAFF DEVELOPMENT AND TRAINING</b>					
Journals and publications	149	-	-	344	-
Conference/conventions	1,691	-	-	-	-
Other staff development	937	-	205	-	-
<b>OCCUPANCY COSTS</b>					
Rent	-	85,807	-	-	-
Mortgage payments	-	-	-	-	-
Utilities	-	7,583	-	-	-
Repairs and maintenance	-	1,088	-	645	-
Other occupancy costs	34,105	29,658	27,523	12,022	2,463
<b>CONSUMABLE SUPPLIES</b>					
Office supplies and equipment under \$2,500	2,202	4,671	4,358	99	32
Building/household	39	412	-	-	-
Client	857	3,278	-	7,609	-
Medical supplies	-	-	-	-	-
<b>ASSISTANCE TO INDIVIDUALS</b>	4,429	-	-	-	-
<b>PRODUCT SALES</b>	-	11,550	-	-	-
<b>EQUIPMENT RENTAL</b>	-	-	-	-	-
<b>EQUIPMENT MAINTENANCE</b>	-	330	-	415	-
<b>DEPRECIATION</b>	-	4,171	-	-	-
<b>ADVERTISING</b>	-	43	-	588	-
<b>PRINTING</b>	-	-	-	-	-
<b>TELEPHONE</b>	230	8,017	-	27	-
<b>POSTAGE</b>	-	-	-	-	-
<b>TRANSPORTATION</b>	15,518	221,442	22,987	11,077	11,484
<b>INSURANCE</b>	-	-	-	-	-
<b>MEMBERSHIP DUES</b>	-	12,496	-	-	2,125
<b>CLIENT PAYMENTS</b>	-	45,895	-	-	-
<b>CONTRIBUTIONS</b>	-	-	-	-	-
<b>OTHER</b>	5,333	16,248	-	1,105	-
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 1,399,564</b>	<b>\$ 2,281,985</b>	<b>\$ 764,001</b>	<b>\$ 3,756,282</b>	<b>\$ 162,093</b>

See Notes to Financial Statements

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Community Residences</u>	<u>Family Support</u>	<u>Transportation</u>	<u>Other DDS</u>	<u>General Management</u>
<b>PERSONNEL COSTS</b>					
Salaries and wages	\$ 3,930,771	\$ 1,443,384	\$ 22,999	\$ -	\$ 1,000,167
Employee benefits	758,816	316,778	5,446	-	345,821
Payroll taxes	291,717	112,121	1,739	-	102,327
<b>PROFESSIONAL FEES AND CONSULTATIONS</b>					
Client treatment & therapies	311,302	2,728,103	-	-	805
Accounting/auditing	-	-	-	-	121,770
Legal	-	-	-	-	4,643
Subcontract services	7,330,047	609,873	-	-	-
Other professional fees	1,716	4,973	-	-	144,037
<b>STAFF DEVELOPMENT AND TRAINING</b>					
Journals and publications	-	-	-	-	104
Conference/conventions	197	350	-	-	6,987
Other staff development	(1,925)	-	-	-	34,551
<b>OCCUPANCY COSTS</b>					
Rent	159,500	-	-	-	-
Mortgage payments	(1,573)	-	-	-	-
Utilities	114,924	-	-	-	53,183
Repairs and maintenance	69,427	-	-	-	122,435
Other occupancy costs	198,643	12,021	-	-	(323,471)
<b>CONSUMABLE SUPPLIES</b>					
Office supplies and equipment under \$2,500	15,933	-	98	-	39,746
Building/household	23,454	-	-	-	2,742
Client	109,937	11,917	-	-	10,373
Medical supplies	3,933	68	-	-	-
<b>ASSISTANCE TO INDIVIDUALS</b>	741	47,220	-	-	120
<b>PRODUCT SALES</b>	806	-	-	-	-
<b>EQUIPMENT RENTAL</b>	-	-	-	-	21,993
<b>EQUIPMENT MAINTENANCE</b>	10,022	-	-	-	23,636
<b>DEPRECIATION</b>	34,010	-	7,986	-	177,297
<b>ADVERTISING</b>	1,498	448	-	-	32,358
<b>PRINTING</b>	-	-	-	-	4,837
<b>TELEPHONE</b>	11,004	-	-	-	50,371
<b>POSTAGE</b>	131	-	-	-	19,999
<b>TRANSPORTATION</b>	102,347	203,700	2,511	-	4,562
<b>INSURANCE</b>	-	-	-	-	113,760
<b>MEMBERSHIP DUES</b>	194	68,002	-	-	57,835
<b>CLIENT PAYMENTS</b>	1,570	-	71	-	3,888
<b>CONTRIBUTIONS</b>	-	-	-	-	-
<b>OTHER</b>	1,174	1,780	-	-	62,614
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 13,480,316</b>	<b>\$ 5,560,738</b>	<b>\$ 40,850</b>	<b>\$ -</b>	<b>\$ 2,239,490</b>

See Notes to Financial Statements

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Fundraising</u>	<u>Total DDS Funded</u>	<u>Total Non-DDS Funded</u>	<u>2023 Totals</u>	<u>2022 Totals</u>
<b>PERSONNEL COSTS</b>					
Salaries and wages	\$ 145,741	\$ 9,667,804	\$ 1,053,041	\$ 10,720,845	\$ 10,546,895
Employee benefits	32,754	2,169,127	236,856	2,405,983	2,400,243
Payroll taxes	11,031	754,139	77,146	831,285	785,686
<b>PROFESSIONAL FEES AND CONSULTATIONS</b>					
Client treatment & therapies	-	6,550,832	24,668	6,575,500	5,867,646
Accounting/auditing	-	121,770	-	121,770	90,264
Legal	-	71,868	-	71,868	29,450
Subcontract services	-	7,959,240	63,226	8,022,466	7,287,279
Other professional fees	1,675	226,414	10,310	236,724	231,513
<b>STAFF DEVELOPMENT AND TRAINING</b>					
Journals and publications	-	597	-	597	1,590
Conference/conventions	6,090	15,315	6,391	21,706	18,078
Other staff development	-	33,768	(1,200)	32,568	51,488
<b>OCCUPANCY COSTS</b>					
Rent	-	245,307	-	245,307	231,287
Mortgage payments	-	(1,573)	-	(1,573)	9,053
Utilities	-	175,690	-	175,690	172,981
Repairs and maintenance	-	193,595	93	193,688	178,631
Other occupancy costs	10	(7,026)	90,199	83,173	109,548
<b>CONSUMABLE SUPPLIES</b>					
Office supplies and equipment under \$2,500	378	67,517	10,158	77,675	92,558
Building/household	-	26,647	109	26,756	28,282
Client	-	143,971	6,402	150,373	142,998
Medical supplies	-	4,001	-	4,001	17,113
<b>ASSISTANCE TO INDIVIDUALS</b>					
PRODUCT SALES	-	12,356	-	12,356	9,133
EQUIPMENT RENTAL	-	21,993	-	21,993	25,553
EQUIPMENT MAINTENANCE	-	34,403	69	34,472	27,626
DEPRECIATION	-	223,464	111	223,575	242,549
ADVERTISING	1,696	36,631	178	36,809	74,453
PRINTING	2,202	7,039	-	7,039	13,520
TELEPHONE	-	69,649	-	69,649	65,933
POSTAGE	172	20,302	40	20,342	20,573
TRANSPORTATION	-	595,628	40,372	636,000	645,306
INSURANCE	-	113,760	-	113,760	112,456
MEMBERSHIP DUES	275	140,927	3,550	144,477	130,394
CLIENT PAYMENTS	-	51,424	1,391	52,815	46,465
CONTRIBUTIONS	-	-	-	-	41,000
OTHER	9,528	97,782	5,172	102,954	423,294
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 211,552</b>	<b>\$ 29,896,871</b>	<b>\$ 1,638,198</b>	<b>\$ 31,535,069</b>	<b>\$ 30,239,991</b>

See Notes to Financial Statements



**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

Lakes Region Community Services Council, Inc. (the Council) is a New Hampshire nonprofit corporation organized exclusively for charitable purposes to ensure there is a coordinated and efficient program of human services dealing effectively with the problems and needs of the developmentally impaired of Belknap County, lower Grafton County and the surrounding communities.

**Basis of Accounting**

The financial statements of Lakes Region Community Services Council, Inc. have been prepared on the accrual basis of accounting.

**Basis of Presentation**

The financial statements of the Council have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Council 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 Council. These net assets may be used at the discretion of the Council'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 Council 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.

As of June 30, 2023 and 2022, the Council had net assets with donor restrictions and net assets without donor restrictions.

**Cash and Cash Equivalents**

For the purposes of the Statements of Cash Flows, the Council considers all demand deposits, money market funds, and short-term investments with original maturities of three months or less to be cash equivalents.

**Certificates of Deposit**

During the year ended June 30, 2023, the Council opened a certificate of deposit account. Interest is stated at 4.02% and maturity is seven months from the issue date. Certificates of deposit are carried at fair value. Interest is accrued and recognized in income when earned.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**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 Council has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral, except as disclosed in Note 4.

It is the policy of the Council to provide services to all eligible residents of central New Hampshire without regard to ability to pay. As a result of this policy, all charity care write-offs are recorded as reductions in revenue in the period in which services are provided. The accounts receivable allowance includes the estimated amount of charity care and contractual allowances included in the accounts receivable balances. The computation of the contractual allowance is based on historical ratios of fees charged to amounts collected.

**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 Council reports the support as net assets without donor restrictions.

**Property and Depreciation**

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. 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:

Buildings and improvements	5 - 40 Years
Furniture, fixtures and equipment	3 - 10 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.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**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 Council 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, certificates of deposit, short-term receivables and payables, and customer deposits, approximates fair value because of the short maturity of those instruments.

**Refundable Advances**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are 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 Council's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

**Accrued Earned Time**

The Council has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**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.

The Council records the following exchange transaction revenue in its statements of activities for the years ended June 30, 2023 and 2022:

Day Services – The Council provides certain services which range from birth through lifespan. Examples of these services are early supports and services, respite, family support, in home supports, service coordination, employment services, supported independent living, non-medical support for the elderly in their home, and self-directed services. All revenue is recognized upon completion of the service.

Residential Services – The Council provides certain residential assistance through contractual arrangements with other vendor providers as well as the shared family living model and Lakes Region Community Services staffed homes with 24-hour supervision. All revenue is recognized upon completion of the service.

**Income Taxes**

The Council is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Council to be other than a private foundation.

Management has evaluated the Council's tax positions and concluded that the Council has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements.

**Advertising**

The Council expenses advertising costs as incurred.

**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.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

The expenses that are allocated include the following:

<b><u>Expense</u></b>	<b><u>Method of allocation</u></b>
Salaries and benefits	Time and effort
Occupancy	Square footage
Depreciation	Direct assignment
All other expenses	Direct assignment

**Accounting Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**New Accounting Pronouncement**

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, *Leases (Topic 842)*, to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statement of financial position and disclosing key information about leasing arrangements for lessees and lessors. The standard applies a right of use model that requires, all leases with a lease term of more than 12 months, to recognize an asset representing its right to use the underlying asset for the lease term and liability to make lease payments to be recorded. The Council elected not to restate the comparative period. The Council also elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, (iii) initial direct costs for existing leases. The adoption of ASU 2016-02 resulted in the recognition of an operating right of use assets of \$158,675 and operating lease liabilities of \$158,675 as of June 30, 2023. Results for periods beginning prior to July 1, 2022 continue to be reported in accordance with the Council's historical accounting treatment. The adoption of ASU 2016-02 did not have a material impact on the Council's results of operations and cash flows.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****2. LIQUIDITY AND AVAILABILITY**

The following represents the Council's financial assets as of June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 4,641,758	\$ 6,389,493
Certificates of deposits	303,154	
Accounts receivable:		
Medicaid	2,241,781	1,766,274
Other, net	235,754	248,249
Deposits	<u>35,779</u>	<u>35,779</u>
 Total financial assets	 <u>\$ 7,458,226</u>	 <u>\$ 8,439,795</u>
 Less amounts not available to be used within one year:		
 Deposits	 <u>\$ 35,779</u>	 <u>\$ 35,779</u>
 Financial assets available to meet general expenditures over the next twelve months	 <u>\$ 7,422,447</u>	 <u>\$ 8,404,016</u>

The Council's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$7.7 million). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

**3. PROPERTY AND EQUIPMENT**

As of June 30, 2023 and 2022, property and equipment consisted of the following:

	<u>2023</u>	<u>2022</u>
Buildings and improvements	\$ 4,509,825	\$ 4,195,336
Leasehold improvements	376,738	397,215
Furniture, fixtures and equipment	843,828	837,434
Vehicles	173,352	173,352
Construction in process	1,898	21,321
Land	<u>152,200</u>	<u>152,200</u>
 Total	 6,057,841	 5,776,858
Less accumulated depreciation	<u>2,922,401</u>	<u>2,764,154</u>
 Property and equipment, net	 <u>\$ 3,135,440</u>	 <u>\$ 3,012,704</u>

Depreciation expense for the years ended June 30, 2023 and 2022 amounted to \$223,575 and \$242,549, respectively.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**4. DEMAND NOTE PAYABLE**

The Council maintains a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to \$3,000,000 and is renewable annually. The line of credit is collateralized by all of the business assets of the Council and guaranteed by related nonprofit organizations (see Note 9). At June 30, 2023 and 2022, the interest was stated at the bank's prime rate of 8.50% and 4.75%, respectively. There was no amount outstanding on this line of credit at June 30, 2023 and 2022.

**5. NET ASSETS**

Net assets with donor restrictions consist of a building donated to the Council with restricted use for 30 years. The amount released from restriction each year is the current year depreciation on the building. The amount of net assets with donor restrictions were \$1,101,126 and \$1,151,289 for the years ended June 30, 2023 and 2022, respectively.

**6. RETIREMENT PLAN**

The Council maintains a retirement plan for all eligible employees. During the years ended June 30, 2023 and 2022, the Council made matching contributions of 100% of a participant's salary reduction that was not in excess of 2% of the participant's compensation. All employees who work one thousand hours per year are eligible to participate after one year of employment. The Council's contribution to the retirement plan for the years ended June 30, 2023 and 2022 was \$89,411 and \$84,819, respectively.

**7. CONCENTRATION OF RISK**

For the years ended June 30, 2023 and 2022, approximately 82% of the total revenue was derived from Medicaid. The future existence of the Council is dependent upon continued support from Medicaid.

In order for the Council to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Division of Health and Human Services (DHHS) as the provider of services for developmentally disabled individuals for that region. In May 2021, the Council was re-designated as an Area Agency for the period September 2020 through September 2025.

Medicaid receivables comprise approximately 90% and 88% of the total accounts receivable balances at June 30, 2023 and 2022, respectively.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****8. LEASE COMMITMENTS**

On July 1, 2023, the Council was required to adopt ASU 2016-02, *Leases (Topic 842)*. As part of implementing ASU 2016-02, the Council evaluated current contracts to determine which met the criteria of a lease. The right of use (ROU) assets represent the Council's right to use underlying assets for the lease term, and the lease liabilities represent the Council's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. The Council has elected to discount future cash flows at the risk free borrowing rates commensurate with the lease terms. The weighted average interest rate was 1.74% and average lease term was 2.35 years. Common expenses, classified as occupancy costs in the accompanying financial statements, are considered a non-lease component under FASB ASC 842 and are recognized as costs are incurred. The Council's operating leases are described below.

The Council has entered into various operating lease agreements to rent facilities and office equipment for their community residences and other programs. The terms of these leases range from one to ten years. The Council also leases various apartments on behalf of clients on a month-to-month basis. Rent expense under these agreements aggregated \$267,300 and \$256,840 for the years ended June 30, 2023 and 2022, respectively.

Lease liability maturities as of June 30, 2023 are as follows:

<u>Year Ending June 30:</u>	<u>Amount</u>
2024	\$ 86,324
2025	50,139
2026	32,184
2027	<u>10,374</u>
Total undiscounted lease liability	179,021
Less imputed interest	<u>(20,346)</u>
Total lease liability	<u>\$ 158,675</u>

Refer to Note 9 for information regarding a lease agreement with a related party.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022****9. RELATED PARTY TRANSACTIONS**

Lakes Region Community Services Council, Inc. is related to the following nonprofit corporations as a result of common board membership:

<b><u>Related Party</u></b>	<b><u>Function</u></b>
Genera Corporation	Manages and leases property
Greater Laconia Transit Agency	Provides transportation services
Lakes Region Community Services Foundation	Solicit, receive, and administer fundraising efforts for the benefit of the Council and others

Lakes Region Community Services Council, Inc. has contracts and transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

<b><u>Received From:</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>	<b><u>Purpose</u></b>
Genera Corporation	\$ 14,400	\$ 14,400	Management, accounting and financial services
Genera Corporation	\$ 14,988	\$ 14,988	Insurance reimbursement
Lakes Region Community Services Foundation	\$ 40,000	\$ -	Management, accounting and financial services

<b><u>Paid To:</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>	
Genera Corporation	\$ 109,155	\$ 109,800	Rental of homes
Lakes Region Community Services Foundation	\$ 25,782	\$ -	Foundation contributions
Greater Laconia Transportation Agency	\$ -	\$ 71,000	Contribution to purchase more vehicles

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

<b><u>Due (To)/From:</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>
Genera Corporation	\$ 121,996	\$ 92,569
Greater Laconia Transit Agency	61,214	20,214
Lakes Region Community Services Foundation	<u>14,218</u>	<u>-</u>
	<b><u>\$ 197,428</u></b>	<b><u>\$ 112,783</u></b>

There are no specified terms of payment and no interest stated on the related party due (to) from accounts.

**Demand Note Payable**

The Council's demand note payable is guaranteed by Genera Corporation (see Note 4).

**Rent**

The Council has a perpetual lease agreement with Genera Corporation which calls for annual rent payments. The future minimum lease payments under the lease are \$109,800, annually.

**Insurance Reimbursement**

The Council carries a joint liability policy with the related parties above. The Council pays for the coverage in full and then is reimbursed by the affiliates based on contracts between the agencies.

**10. CONTINGENCIES - GRANT COMPLIANCE**

The Council receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Council 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 Council may 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, 2023.

**11. CLIENT FUNDS**

The Council administers funds for certain consumers. No asset or liability has been recorded for this amount. As of June 30, 2023 and 2022, client funds held by the Council aggregated \$388,799 and \$404,125, respectively.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

**12. CONCENTRATION OF CREDIT RISK**

The Council 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, 2023 and 2022. In addition to FDIC coverage, certain deposits of the Council are insured or collateralized through other means. The Council has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2023 and 2022, cash balances in excess of FDIC coverage aggregated \$1,211,190 and \$861,549, respectively.

**13. FINANCIAL INSTRUMENTS WITH OFF STATEMENT OF FINANCIAL POSITION RISK**

The Council maintains a repurchase account agreement with a bank. A portion of the Council's overnight deposit bank balances are divided into amounts under the FDIC limit of \$250,000 and swept into various insured bank accounts. This agreement provides flexibility to the Council by allowing them to maintain large cash balances in excess of the standard FDIC limit individually, but when spread across multiple banks, providing insurance for the full amount of the repurchase account.

**14. RECLASSIFICATION**

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

**15. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. 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 January 15, 2024, the date the June 30, 2023 financial statements were available for issuance.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****SCHEDULE OF FUNCTIONAL REVENUES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Service Coordination</u>	<u>Day Programs</u>	<u>Early Intervention</u>	<u>Enhanced Family Care</u>	<u>Community Options</u>
Program fees	\$ -	\$ 49,669	\$ 7,091	\$ 774,448	\$ -
Medicaid	913,377	2,610,485	850,953	3,720,898	155,435
Client resources	-	4,530	-	45,888	11,155
Other third party payers	-	-	-	-	-
Public support	156	2,214	-	-	-
Private foundations	-	-	-	-	-
Production/service income	186	87,666	(1,442)	-	-
Investment	-	-	-	-	-
State of New Hampshire - DDS	-	-	168,057	-	-
Management fees	-	-	-	-	-
Other	13,146	10,211	214	-	-
<b>TOTAL FUNCTIONAL REVENUES</b>	<b>\$ 926,865</b>	<b>\$ 2,764,775</b>	<b>\$ 1,024,873</b>	<b>\$ 4,541,234</b>	<b>\$ 166,590</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**SCHEDULE OF FUNCTIONAL REVENUES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Community Residences</u>	<u>Family Support</u>	<u>Transportation</u>	<u>Other DDS</u>	<u>General Management</u>
Program fees	\$ 575,672	\$ -	\$ -	\$ -	\$ 76,178
Medicaid	12,006,377	5,563,443	-	-	-
Client resources	73,946	16,966	-	-	-
Other third party payers	-	-	-	-	-
Public support	-	24,992	-	-	-
Private foundations	-	-	-	-	-
Production/service income	-	-	-	-	-
Investment	-	-	-	-	41,091
State of New Hampshire - DDS	178,875	108,268	-	-	903,948
Management fees	-	-	-	-	14,400
Other	739,089	630	-	-	307,752
<b>TOTAL FUNCTIONAL REVENUES</b>	<b>\$ 13,573,959</b>	<b>\$ 5,714,299</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,343,369</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****SCHEDULE OF FUNCTIONAL REVENUES  
FOR THE YEAR ENDED JUNE 30, 2023  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Fundraising</u>	<u>Total DDS Funded</u>	<u>Total Non-DDS Funded</u>	<u>2023 Totals</u>	<u>2022 Totals</u>
Program fees	\$ -	\$ 1,483,058	\$ 38,452	\$ 1,521,510	\$ 1,398,521
Medicaid	-	25,820,968	185,668	26,006,636	25,205,436
Client resources	-	152,485	-	152,485	127,642
Other third party payers	-	-	-	-	1,173
Public support	19,880	47,242	693,120	740,362	723,869
Private foundations	-	-	84,532	84,532	45,947
Production/service income	-	86,410	(120)	86,290	86,840
Investment	-	41,091	-	41,091	2,796
State of New Hampshire - DDS	-	1,359,148	-	1,359,148	1,366,441
Management fees	40,000	54,400	-	54,400	14,400
Other	(19,880)	1,051,162	458,444	1,509,606	1,607,539
<b>TOTAL FUNCTIONAL REVENUES</b>	<b>\$ 40,000</b>	<b>\$ 30,095,964</b>	<b>\$ 1,460,096</b>	<b>\$ 31,556,060</b>	<b>\$ 30,580,604</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.****SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

<b>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE</b>	<b>FEDERAL ASSISTANCE LISTING NUMBER</b>	<b>PASS THROUGH GRANTOR NUMBER</b>	<b>FEDERAL EXPENDITURES</b>
<b><u>U.S. DEPT. OF HEALTH AND HUMAN SERVICES</u></b>			
Passed through State of New Hampshire			
Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	102-5000734-42106802	\$ 4,161
Promoting Safe and Stable Families	93.556	102-5000734-42107306	5,191
Temporary Assistance for Needy Families	93.558	102-5000734-45030353	97,039
Temporary Assistance for Needy Families	93.558	102-5000734-45030205	36,621
			<u>133,660</u>
Maternal & Child Health Services Block Grant for States	93.994	102-5000734-90004009	6,289
Social Services Block Grant	93.667	102-5000734-42106603	77,536
Department of Health and Human Services, Office of Human Services			
Social Services Block Grant	93.667	05-95-48-481010-9255	135,889
			<u>213,425</u>
Activities to Support (STLT) Health Department Response to Public Health or Healthcare Crises	93.391	NH75OT000031	219,993
<b>AGING CLUSTER</b>			
Special Programs for Aging, Title III, B	93.044	05-95-48-481010-7872	<u>14,022</u>
Department of Health and Human Services, Div of LT Support & Services, BDS			
<b>MEDICAID CLUSTER</b>			
Medical Assistance Program	93.778		<u>738,121</u>
<b>DIRECT FUNDING</b>			
Provider Relief Funds	93.498		<u>288,949</u>
Total U.S. Department of Health and Human Services			<u>\$ 1,623,811</u>
<b><u>U.S. DEPARTMENT OF EDUCATION</u></b>			
Department of Health and Human Services, Office of Human Services, Division of Long Term Supports and Services			
Special Education - Grants for Infants and Families	84.181A	05-95-93-930010-7852	\$ <u>113,607</u>
Total U.S. Department of Education			<u>\$ 113,607</u>
<b><u>U.S. DEPARTMENT OF JUSTICE</u></b>			
Passed through State of New Hampshire Department of Justice			
Crime Victims Assistance	16.575		\$ <u>123,898</u>
Total U.S. Department of Justice			<u>\$ 123,898</u>
Total expenditures of federal awards			<u>\$ 1,861,316</u>

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE 1 BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Lakes Region Community Services Council, Inc. under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Lakes Region Community Services Council, Inc., it is not intended to and does not present the financial position, change in net assets, or cash flows of Lakes Region Community Services Council, Inc.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amount reported as expenditures in prior years.

**NOTE 3 INDIRECT COST RATE**

Lakes Region Community Services Council, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under Uniform Guidance.

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of  
Lakes Region Community Services Council, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Lakes Region Community Services Council, Inc. (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of cash flows, and the related 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, 2023, and have issued our report thereon dated January 15, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Lakes Region Community Services Council, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Lakes Region Community Services Council, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Leone McDowell Roberts,  
Professional Association

Wolfeboro, New Hampshire  
January 15, 2024

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Lakes Region Community Services Council, Inc.

**Opinion on Each Major Federal Program**

We have audited Lakes Region Community Services Council, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Lakes Region Community Services Council, Inc.'s major federal programs for the year ended June 30, 2023. Lakes Region Community Services Council, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Lakes Region Community Services Council, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Lakes Region Community Services Council, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Lakes Region Community Services Council, Inc.'s compliance with the compliance requirements referred to above.

### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Lakes Region Community Services Council, Inc.'s federal programs.

### **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Lakes Region Community Services Council, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Lakes Region Community Services Council, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Lakes Region Community Services Council, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Lakes Region Community Services Council, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**Report on Internal Control over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Leone McDowell & Roberts,  
Professional Association

Wolfeboro, New Hampshire  
January 15, 2024

**LAKES REGION COMMUNITY SERVICES COUNCIL, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Lakes Region Community Services Council, Inc. were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Lakes Region Community Services Council, Inc., which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Lakes Region Community Services Council, Inc. expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a).
7. The program tested as major programs was: U.S. Department of the Health and Human Services, Provider Relief Fund, ALN 93.498 and Medical Assistance Program, ALN 93.778.
8. The threshold for distinguishing between Type A and B programs was \$750,000.
9. Lakes Region Community Services Council, Inc. was determined to be a low-risk auditee.

**B. FINDINGS – FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM AUDIT**

None

**Lakes Region Community Services**

**Board of Directors 2022 – 2023  
Board List**

**Carrie Chase, President**

**Gary Lemay, Vice President**

**Lynn Hilbrunner, Secretary**

**Jeanin Onos, Treasurer**

**R. Stuart Wallace, Past President**

**Margaret Selig, Member-at-Large**

**DIRECTORS**

**Randy Perkins**

**Richard Crocker**

**Thomas Costigan Jr.**

**Kurt Christensen**

**Kirk Beattie**

**Emily Fortson**

**Eric Adams**

**Marti Ilg**

**Matthew Canfield, *Director Emeritus***



*Rebecca L. Bryant*

## EDUCATION

New England College

May 2018 Master of Business Administration & Non Profit Leadership Graduate Certificate

Keene State College

May 1995 Bachelor of Science, Business Management, Accounting Concentration

• Management Award

• NH Small Business Institute Project of the Year

• Business Manager, Equinox, Keene State Student Newspaper

## EXPERIENCE

Lakes Region Community Services ♦ Laconia, New Hampshire

*President & CEO* October 2016 – Current

Chief Executive Officer of Community Based Not-For-Profit Corporation. Responsible for overall administration of a \$30 million with 400 employees, 100 private contractors, and serving thousands of individuals and families in the greater Lakes Region. Responsible for the development and oversight of a community based social services system including services to infants, children, families and elders through the lifespan. Provide total agency leadership, fiscal management, risk management, program stewardship. Report to and work closely with the Board of Directors.

*Director of Finance* April 2007 – October 2016

Chief Financial Officer. Oversaw financial and personnel administration for private non-profit human services agency with an annual budget of \$30 million and 400 employees. Prepared and monitored annual budgets. Negotiated funding requests with the New Hampshire Department of Health and Human Services (NHDHHS). Responsible for all funding compliance for NHDHHS and Center for Medicare and Medicaid Services (CMS.) Prepared and managed contracts with funding sources and vendors. Oversaw Agency Risk Management program. Administered the agency's compensation and benefits plans. Ensured compliance with applicable state and federal labor regulations. Oversaw the installation and support of agency Information Technology. Major accomplishments include work on the \$2.5mil Capital Campaign, compete IT Infrastructure overhaul, significant human capital and programmatic bridge building between Finance and Operations. Reported to and work closely with the Board of Directors and Executive Director.

Wilcom ♦ Laconia, New Hampshire

*Controller* August 2000-April 2007

Controller for Telecommunications Manufacturer celebrating 40 years in business in 2007. Direct report to the Vice President/Chief Financial Officer and President, Chief Operating Officer in New York. Responsible for all functions and employees in: Accounting, Sales, MIS, Customer Service, Human Resources and Facilities. As Acting General Manager responsible for NH Operations in the absence of the President and Vice President. During tenure with this company successes included; writing and negotiating GSA proposal to obtain GSA Schedule Award, creating and maintaining multiple government registrations including CCR, JCP, ORCA and AES Direct, maintaining 100% in-house collections for receivables, and supervision of office renovation project. As part of accounting function maintained two day month end close with a manual closing system. In fulfilling MIS supervisory role, led MIS through major web site overhaul with outside vendor, MRP system upgrade, and phone system upgrade. Led Sales Department through transition from reliance on outside sales and manufacturer's reps to 100% inside sales through restructuring, hiring and daily oversight of Sales Department.

Freudenberg-NOK General Partnership ♦ Bristol, New Hampshire  
*Hyperion Administrator* July 2000-August 2000

*Assistant Hyperion Administrator* January 1999-July 2000

*Assistant Treasury Manager* October 1997-January 1999

As *Hyperion Administrator*, responsible for compiling monthly data feeds from 16 locations throughout the United States, Mexico and Brazil and producing consolidated financial statements. Assisted the Hyperion Administrator, maintained all aspects of financial database, wrote logic for the financial statements, administered system security, troubleshoot for end users of database, and wrote reports for financial analysts. Prepared a multitude of comprehensive financial reports for the parent company in Germany. Communicated daily with the controllers and financial analysts in the United States and Europe to ensure timely collection and distribution of financial data. As *Assistant Treasury Manager* managed day-to-day activities of the Treasury Department including cash management, debt management, risk management (insurance and foreign currency hedging,) worker's compensation, corporate centralized accounts payable, intra-company accounts payable and receivable, as well as reconciliations of all general ledger accounts relating to treasury. Fulfilled all duties of both the Treasury Manager and Assistant Treasury Manager for nine months in the absence of the Treasury Manager.

## SKILLS, CERTIFICATIONS

- ♦ Justice of the Peace, State of New Hampshire
- ♦ Notary Public, State of New Hampshire
- ♦ Leadership Lakes Region Class of 2008
- ♦ Proficiency in all Microsoft Office Applications
- ♦ Significant experience and proficiency with accounting systems including, Dynamics, Solomon, QAD, Hyperion
  - ♦ Paylocity, ADP and Harper's Payroll Systems
  - ♦ Business Process Kaizen
  - ♦ LEAN

## BOARD SERVICE

- ♦ Treasurer, Executive Committee, Community Services Network Inc, (CSNI) 2017 – Current
- ♦ Board Member, Sigma One Manufacturer's Workers' Compensation Trust 2010 – Current
- ♦ Secretary, Executive Committee, Community Health Services Network (CHSN) 2016 – Current
  - ♦ Board Member, Greater Laconia Transit Agency (GLTA) 2016 – Current
  - ♦ Board Member, Genera Corporation, 2016 – Current
  - ♦ Corporator, Franklin Savings Bank

## COMMUNITY SERVICE

- ♦ Middle Level Steering Committee, Moultonborough School District 2017 – Current
- ♦ Superintendent Search Committee, Moultonborough School District, 2016 - 2017
  - ♦ Children's Ministry Volunteer, Grace Capital Church 2015 - 2017
  - ♦ Committee Chair, Moultonborough Cub Scout Pack 369 2013 – 2015
    - ♦ Den leader, Cub Scout Pack 369 2005 – 2015
    - ♦ Advancements Chair, Cub Scout Pack 369 2005 – 2009
- ♦ Sunday School Teacher – Middle Class & Teens, Moultonborough United Methodist Church 2007 – 2015
  - ♦ Nursery Coordinator, Moultonborough United Methodist Church 2005 – 2007
    - ♦ Youth Basketball Coach 2013 – 2014
- ♦ Vacation Bible School, Moultonborough United Methodist Church 2005 – 2014
  - ♦ Chair, Recreation Advisory Board, Town of Moultonborough 2008 – 2010

*~References Available Upon Request~*

## Shelley Kelleher

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**Skills** Solomon Dynamics SL Accounting, Paylocity, Harpers; QuickBooks, Access and Excel including VBA, PowerPoint, Word, SAP

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### Lakes Region Community Services

Laconia, NH

**2017-Present** **Vice President & Chief Financial Officer**-Oversee financial administration and risk management of a private non-profit human services agency with a budget of \$30M and 400 employees.

- Oversee agency Risk Management program.
- Prepare and manage contracts with funding sources and vendors.
- Responsible for all funding compliance for New Hampshire Department of Health and Human Services (NHDHHS) and Center for Medicare and Medicaid Services (CMS).
- Ensure compliance with applicable state and federal labor regulations.
- Report to and work closely with the Board of Directors and the President & CEO.

**2012-2016** **Controller**-Responsible for the day-to-day supervision of staff performing the accounting and payroll functions for a private non-profit human services agency with a budget of \$26M.

- Ensure 500 employees are paid accurately
- Manage State and Federal contract funding ensuring compliance.
- Review internal control procedures writing new and updating controls.
- Liaison with external auditors for annual audit, A-133 audit, and 403B audit.
- Prepare monthly financial statements for all businesses with over 300 cost centers.
- 403B Committee member.

**2007-2011** **Senior Staff Accountant**-Maintain the integrity, security, and reliability of the financial systems through accurate and efficient management of the financial records.

- Prepare, review, and distribute monthly operating statements.
- Maintain chart of accounts.
- Perform monthly balance sheet reconciliations.
- Organize data collection and prepare audit schedules for external audit.
- Assist in preparation of the annual budget.

### Arrow Enterprise Storage Solutions/AECS

Englewood, CO

**2001-2006** **Finance Manager**-Manage controls and accuracy of financial data for \$300M division.

- Budget and forecast P&L and ROWC.
- Participate in quarterly business reviews, sales and budget reviews to Senior Management.
- Compile monthly reports for 4 divisions (revenue of \$1 billion) to Senior Management on financial statistics, product line and customer sales, headcount, productivity, and trend analysis.
- Analyze and manage data through Access database and Visual Basic.
- Provide division analysis for the BOD updates and quarterly analyst earnings calls for Arrow Electronics.

### MOCA, Inc. An Arrow Company

Marlborough, MA

**2000-2001** **Senior Manager, Financial Planning and Analysis**-Manage the planning and analysis for MOCA a division of Merisel sold to Arrow Electronics.

- Develop corporate annual budget and monthly forecasts, design department profit and loss analysis, examine monthly expenses, and prepare A/R reserve reports.
- Audit incentive bonus statistics.

- Administer an accounts receivable database including G/L reconciliation, automation of the distribution and the data archive function, and design new reports using Visual Basic programming.
- Supervise financial analyst in CA office.

1996-2000

**Merisel, Incorporated**

**Marlborough, MA**

**NAM Reporting and Financial Analysis Manager**-Manage subsidiary reporting and analysis.

- Design and analyze NAM AR Reports for CFO and VP of Financial Services.
- Forecast and analyze actual performance of Balance Sheet Reserves for US and Canadian subsidiary. Present and discuss reserve analysis with the CFO at monthly reserve meeting.
- Manage bad debt process starting at system write-off including collection agency management, PFC process, and database reporting to assist the tracking of collections, bankruptcies, and bad debt trends.
- Prepare and analyze \$12 million US and C\$2 million Canadian budgets for 14 cost centers including monthly DSO and bad debt provision forecast.
- Analyze customer credit worthiness and make credit line recommendations for accounts over \$1 million.
- Coordinate facility move to a new location.
- Developed process to reduce Dun & Bradstreet expenses by \$130,000 annually resulting in a 70% cost reduction.
- Supervise reporting analyst and admin staff.

1987 to 1996

**State Street Bank & Trust Company**

**Quincy, MA**

**Client Service Manager**-Administer the accounting for several large corporate Domestic and International pension and 401k clients with \$4 to \$6 billion in assets.

- Manage a staff of 10.
- Responsible for establishing and maintaining client relationships.
- Reengineer staff workflow which doubled throughput and decreased reporting time by 30%.

**Auditor**-Coordinate the timely completion and accuracy of over 90 monthly financial statements, maintain audit copies with all supporting documentation, implement new procedures, and train employees.

- Audit a daily pricing fund, and maintain control logs for corporate actions and income collection.

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Education	Master of Studies in Law Wake Forest University Law School Winston Salem, NC	December 2019 Business Law and Compliance Certificate
	Master of Business Administration Bentley University, Waltham, MA Concentration: Finance	May 1993 Graduate School of Business
	BA in Economics and Political Science University of Massachusetts, Boston, MA	July 1987 School of Arts and Sciences

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Volunteer

Got Lunch! Laconia

2018 and 2019

Greater Lakes Region Child Advocacy Center  
-Treasurer

2009-2012

Erin Pettengill, M.S.

## WORK EXPERIENCE

**Family Resource Center Director-** December 1, 2015-present Lakes Region Community Services  
Laconia, NH

As the director of the Family Resource Center I am responsible for the comprehensive family support services for 1200 families in Central NH. I oversee the management of programs including Early Supports and Services, the Autism Center, Step Ahead. I am responsible for staff of 20, including physical therapists, family support aides and program managers. A significant part of my job is to research and apply for grants to support families in catchment area. Grants awarded include funding from the Linden Foundation, Pardoe Foundation and the Van Otterloo Grant. I also represent LRCS on community and statewide initiatives, ensuring collaboration with area agencies and organizations.

**Transition Coordinator-** September 2010- November 2015 Lakes Region Community Services  
Plymouth, NH

Part of the transition coordinators role is to work with families, individual, school systems and other various agencies to advocate and develop a plan for when an individual enters adult services. Part of the planning process includes facilitating the guardianship process, conducting state interviews, developing a budget based on the needs and support of the individual and coordinating services based on the money allocated. This job requires proficiency in social security benefits, Medicaid, state regulations and community connections. In conjunction with this role I became a certified START coordinator for the state of New Hampshire, with the focus on supporting dual diagnosed individuals.

**In Home Counselor-** July 2007 – July 2010  
Family Preservation Community Services, Asheville, NC  
Nonprofit Charitable Organizations

As an In Home Counselor for foster care my job was to supervise the foster parents. Additionally, I counseled the foster children in the home and provided crisis stabilization when needed. My other responsibilities included but were not limited to arranging team meetings, being a liaison between the foster family and other support members (Department of Social Services, community support, school districts, etc.). I was also responsible for providing documentation of visits and monitoring their books for certifications purposes. My primary duty was to make sure that the foster home ran smoothly and to develop solutions for any problems that arose.

## EDUCATION:

Bachelor's Degree, 8/ 2000 – 12/2004 Keene State College | Keene, NH  
Master's Degree in Counseling, 9/2009-3/2012 Capella University | Minneapolis, MN

## SKILLS:

Certified Work Incentives-Benefits Specialist  
Certified START Coordinator  
Qualified Mental Health Professional

## REFERENCES

References available upon request

**Lakes Region Community Services**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Rebecca Bryant	President and CEO	\$155,250	0	0
Shelley Kelleher	Vice President and CFO	\$144,900	0	0
Erin Pettengill	Vice President Family Resource Center	\$87,975	5.33%	\$4,689.07

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Lori A. Shibiavette  
Commissioner

Karen E. Heberl  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 Page 2 of 3

The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION:

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

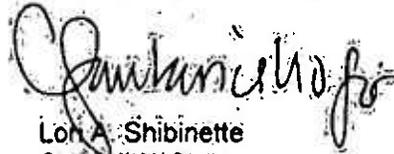
Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lon A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Lakes Region Community Services Council ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020; (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director;
2. Modify Exhibit B, Scope of Services, Section 1.4, Staffing, Subsection 1.4.7, Paragraph 1.4.7.6, to read:  
1.4.7.6. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below:

State of New Hampshire  
Department of Health and Human Services:

8/26/2022

Date



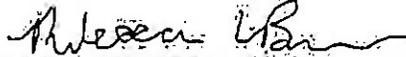
Name: Karen Hebert

Title: Division Director

Lakes Region Community Services Council

8/24/2022

Date



Name: Rebecca Bryant

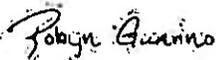
Title: CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/29/2022

Date



Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date:

Name:

Title:

21  
man

Lori A. Shilbette  
Commissioner

Christine L. Santanillo  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbhs.nh.gov

June 26, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,658,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,280

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

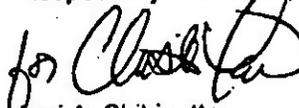
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner



**New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Scoring Sheet**

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

**RFP Name**

**RFP Number**

<b>Bidder Name</b>	<b>Maximum Points</b>	<b>Actual Points</b>
1. <b>LRCS Family Resource Center - Laconia</b>	300	271
2. <b>TLC Family Resource Center - Claremont</b>	300	276
3. <b>Waypoint - Concord DO</b>	300	275
4. <b>Waypoint - Southern DO</b>	300	275
5. <b>Waypoint - Manchester DO</b>	300	275
6. <b>Children's Unlimited, Inc.</b>	300	274
7. <b>Community Action Partnership of Strafford County</b>	300	270
8. <b>Greater Seacoast Community Health</b>	300	257
9. <b>Home, HealthCare, Hospice &amp; Community Services</b>	300	268
10. <b>The Family Resource Center - Berlin</b>	300	286
11. <b>The Family Resource Center - Littleton</b>	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

100% Federal, CFDA #21.645, Title IV-B

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

**05-095-043-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES**

**100% Federal, CFDA #93.556, Promoting Safe and Stable Families**

**WAYPOINT (P/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

**WAYPOINT (P/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

**WAYPOINT (P/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$353.23
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$353.23
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$353.23
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$353.23
Total:				\$8,884.00	\$2,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.23
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (F/R/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$18,500.62

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.23
Total:				\$21,236.00	\$5,309.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.73
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421010-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CFDA #93.647, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

JLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRANITON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177374-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT CORLIAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT CORLIAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-61770000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HIHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CPDA 93.538, Federal Funds from US Department of Health and Human Services, Temporary Assistance for Needy Families, PAIN INHIBITANT

WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,452.80

WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 134763-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$199,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$199,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$199,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$199,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**TLC FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**TLC FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

**05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS  
 506% Federal Funds, CFDA 93.558, Federal Funds from U.S. Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN 19NHITANF**

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$75,824.00
Total:				\$303,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$72,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$72,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$72,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$72,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$75,824.00
Total:				\$303,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**TITLE FAMILY RESOURCE CENTER AT GORTIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SGF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**TITLE FAMILY RESOURCE CENTER AT GORTIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SGF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

05-992-090-102010-31900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #93.994, Federal Funds from HRSA

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,394.00
Total:				\$13,576.00

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154314-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
Total:				\$30,556.24

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
Total:				\$18,504.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
Total:				\$25,728.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
Total:				\$29,036.00

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
Total:				\$14,768.00
Sub-Total:				\$245,544.00

**05-095-642-421010-10580000-645-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES**

100% General Funds

**WAYPOINT (F/N/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
Total:				\$173,152.00

**WAYPOINT (F/N/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
Total:				\$36,876.00

**WAYPOINT (F/N/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$31,000.00
2022	645-504004	SGF Other	42105877	\$31,000.00
2023	645-504004	SGF Other	42105877	\$31,000.00
2024	645-504004	SGF Other	42105877	\$31,000.00
Total:				\$204,000.00

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 136114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
<b>Total:</b>				<b>\$32,010.24</b>

**GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
<b>Total:</b>				<b>\$204,000.00</b>

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
<b>Total:</b>				<b>\$144,280.00</b>

**IONIE HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
<b>Total:</b>				<b>\$206,900.16</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
<b>Total:</b>				<b>\$206,800.00</b>
<b>Sub-Total:</b>				<b>\$1,231,834.40</b>

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,654,610.00	\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-02-COMPR-07)

**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**

**I. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> Lakes Region Community Services Council		<b>1.4 Contractor Address</b> 719 North Main Street Laconia, NH, 03246	
<b>1.5 Contractor Phone Number</b> (603) 524-8111	<b>1.6 Account Number</b> 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734 05-095-045-450010-61270000-102-500731 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004	<b>1.7 Completion Date</b> June 30, 2024	<b>1.8 Price Limitation</b> \$935,260
<b>1.9 Contracting Officer for State Agency</b> Nathan D. White, Director		<b>1.10 State Agency Telephone Number</b> (603) 271-9631	
<b>1.11 Contractor Signature</b>  Date: 6/19/20		<b>1.12 Name and Title of Contractor Signatory</b> Rebecca Bryant CEO & President	
<b>1.13 State Agency Signature</b>		<b>1.14 Name and Title of State Agency Signatory</b>	

Contractor Initials   
 Date 6/19/20

	Date: <u>6/28/20</u>	Christine Santaniello Director, DEHS
I.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)		
By:	Director, On:	
I.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable)		
By: <u>1st/Christen Lavers</u>	On: 6/28/20	
I.17 Approval by the Governor and Executive Council (if applicable)		
G&C Item number:	G&C Meeting Date:	

Contractor Initials RB  
Date 6/19/20

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity; or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

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Date 6/19/20

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**17. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

**18. CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

**19. CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT A**



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT B**



Scope of Services

**1. Statement of Work**

**1.1. General Services**

- 1.1.1. The Contractor shall provide services to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who:
  - 1.1.1.1. Are at risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy;
    - 1.1.1.1.2. Health and nutrition;
    - 1.1.1.1.3. Education and employment;
    - 1.1.1.1.4. Parenting challenges;
    - 1.1.1.1.5. Social isolation;
    - 1.1.1.1.6. Substance use disorders;
    - 1.1.1.1.7. Mental health events;
  - 1.1.1.2. Are at risk of child abuse and neglect;
  - 1.1.1.3. Are perinatal parents of substance-exposed infants.
  - 1.1.1.4. Seek Comprehensive Family Support Services (CFSS) voluntarily.
- 1.1.2. The Contractor shall provide services at 719 North Main Street, Laconia, NH 03026 and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Laconia District Office Catchment Area.
- 1.1.3. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.4. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 AM to 4:30 PM, excluding state and federal holidays.
- 1.1.5. The Contractor shall continue working toward obtaining, and once approved – maintaining, the designation of a Qualified Family Resource Center (FRC-Q), to ensure attainment of FRC-Q designation no later than the contract completion date.
- 1.1.6. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.7. The Contractor shall attend quarterly meetings for Comprehensive Family Support Services (CFSS), as scheduled by the Department.

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



- 1.1.8. The Contractor shall provide CFSS utilizing the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods, as determined to be convenient for clients and families, which include, but are not limited to:
  - 1.1.8.1. Home visiting services.
  - 1.1.8.2. Workshops.
  - 1.1.8.3. Support groups.
  - 1.1.8.4. Utilizing the Strengthening Families Framework.
  - 1.1.8.5. Addressing protective factors.
  - 1.1.8.6. Community Events.
- 1.1.9. The Contractor shall provide services designed to prevent child maltreatment, neglect and Juvenile Just Involvement by ensuring:
  - 1.1.9.1. Services are trauma informed.
  - 1.1.9.2. Parenting education and family support is available through a variety of evidence-based curriculums; and
  - 1.1.9.3. Age appropriate education is available utilizing Bright Futures-Guidelines for Health Supervision, of Infants, Children and Adolescents.
- 1.1.10. The Contractor shall provide parenting education to families including but not limited to:
  - 1.1.10.1. Literacy.
  - 1.1.10.2. Financial.
  - 1.1.10.3. Medical and Health.
- 1.1.11. The Contractor shall incorporate five (5) protective factors that promote children and promote healthy development and wellbeing, which include:
  - 1.1.11.1. Parental resilience.
  - 1.1.11.2. Knowledge of parenting and child development.
  - 1.1.11.3. Social Connections.
  - 1.1.11.4. Concrete Supports.
  - 1.1.11.5. Social emotional competence.
- 1.1.12. The Contractor shall utilize the Protective Factors Survey upon intake, to evaluate the families on multiple protective factors to prevent child abuse and neglect.

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



- 1.1.13. The Contractor shall provide and connect families to services that include but are not limited to:
  - 1.1.13.1. Social.
  - 1.1.13.2. Healthcare.
  - 1.1.13.3. Family Planning.
  - 1.1.13.4. Parenting Support.
- 1.1.14. The Contractor shall provide CFSS that support parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children.
- 1.1.15. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families on a continuum of three stages:
  - 1.1.15.1. Prevention.
  - 1.1.15.2. Early intervention.
  - 1.1.15.3. Crisis.
- 1.1.16. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
  - 1.1.16.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.16.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.16.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.16.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.16.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.16.6. Family history of domestic violence.
  - 1.1.16.7. Child's insecure attachment in early years.
  - 1.1.16.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.1.16.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.

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**New Hampshire Department of Health and Human Services  
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EXHIBIT B**



- 1.1.16.10. Having more than one (1) child under the age of three (3) years.
- 1.1.16.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.1.16.12. Home conditions presenting a health and/or safety risk to family members.
- 1.1.16.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
- 1.1.16.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.16.15. Families impacted by traumatic events.
- 1.1.16.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.16.17. Substance Use Disorder services.
- 1.1.17. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure service activities include, but are not limited to:
  - 1.1.17.1. Evidence-based practices, where available.
  - 1.1.17.2. Education and direct services that support parent and child wellbeing.
  - 1.1.17.3. Case management.
  - 1.1.17.4. Connections to a broad range of resources and referrals that respond to a family's needs.
- 1.1.18. The Contractor shall utilize marketing strategies to increase presence of CFSS in the community, including but not limited to:
  - 1.1.18.1. Producing and distributing Family Resource Center-branded flyers; tablecloths, and brochures.
  - 1.1.18.2. Ensuring staff wear with the Family Resource Center logo.
  - 1.1.18.3. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.1.18.4. Develop and provide local newspapers and radio stations with press releases and community calendars of events.

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**New Hampshire Department of Health and Human Services  
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1.1.19. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

**1.2. Assessments and Referrals**

1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:

1.2.1.1. Provide early intervention in at risk pregnant and parenting families.

1.2.1.2. Prioritize pregnant parents with substance use disorder for support and assignment.

1.2.2. The Contractor shall receive referrals from organizations whose families may need a Plan of Safe Care, referrals include but are not limited to:

1.2.2.1. Concord Hospital

1.2.2.2. Spear Memorial Hospital

1.2.2.3. Dartmouth Hitchcock Medical Center

1.2.2.4. Primary care physicians and pediatricians

1.2.3. The Contractor shall provide direct services for the infant and the family or caregiver to help ensure the safety and wellbeing of an infant affected by substance abuse

1.2.4. The Contractor shall provide direct services for infants who are experiencing withdrawal symptoms from prenatal drug exposure or fetal alcohol spectrum disorder.

1.2.5. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:

1.2.5.1. Identify risk factors;

1.2.5.2. Determine appropriate CFSS; and

1.2.5.3. Provide appropriate CFSS.

1.2.6. The Contractor shall ensure that each family is provided each family with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:

1.2.6.1. Parent education and support;

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**New Hampshire Department of Health and Human Services  
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- 1.2.6.2. Family mentoring and advocacy;
  - 1.2.6.3. Medical and health education;
  - 1.2.6.4. Early childhood education;
  - 1.2.6.5. Literacy education and support; and
  - 1.2.6.6. Life skills training.
- 1.2.7. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
- 1.2.7.1. Child Care Aware of New Hampshire.
  - 1.2.7.2. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
  - 1.2.7.3. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
  - 1.2.7.4. Family violence prevention agencies.
  - 1.2.7.5. Mental health services.
  - 1.2.7.6. Nutrition education and healthy foods.
  - 1.2.7.7. Instructional money management.
  - 1.2.7.8. Smoking cessation programs, including referrals to QuitWorks-NH.
  - 1.2.7.9. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.2.7.10. Independent living programs.
  - 1.2.7.11. Adult education.
  - 1.2.7.12. Literacy education.
  - 1.2.7.13. Employment services.
  - 1.2.7.14. Vocational rehabilitation services.
  - 1.2.7.15. NH Employment Securities.
  - 1.2.7.16. Area appropriate food pantries.
  - 1.2.7.17. Recreation and Early Learning programs.
- 1.2.8. The Contractor shall provide referrals to the local SAU special education department for programs, as appropriate, that include but are not limited to:

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New Hampshire Department of Health and Human Services  
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- 1.2.8.1. Free and reduced lunch.
- 1.2.8.2. Summer camps for children who are impoverished and/or have a developmental disability.
- 1.2.8.3. Holiday gift giving programs.
- 1.2.8.4. Developmental and family support programs.
- 1.2.8.5. The Door Way.
- 1.2.8.6. Strength to Succeed.
- 1.2.8.7. Kinship Navigation services.
- 1.2.8.8. Caregiver support groups.
- 1.2.8.9. Community events.
- 1.2.8.10. Healthy Families America.
- 1.2.9. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.9.1. Distribute the "Learn the Signs, Act Early" materials;
  - 1.2.9.2. Report the number of families who received developmental screening education materials;
  - 1.2.9.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.9.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.
- 1.2.9.1. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.
- 1.3. **Home Visiting Services**
  - 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
  - 1.3.2. The Contractor shall provide home visiting services that include, but are not limited to:
    - 1.3.2.1. Working with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to develop vision for the future that includes, but is not limited to:

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- 1.3.2.1.1. Planning future pregnancies.
- 1.3.2.1.2. Continuing education.
- 1.3.2.1.3. Finding and maintaining employment.
- 1.3.2.1.4. Increasing Protective Factors of the family.
- 1.3.2.1.5. Obtaining secure housing.
- 1.3.2.1.6. Accessing community services.
- 1.3.2.1.7. Accessing parental education on topics that include, but are not limited to:
  - 1.3.2.1.7.1. Child development.
  - 1.3.2.1.7.2. Child behavior.
  - 1.3.2.1.7.3. Child health.
  - 1.3.2.1.7.4. Coping and problem solving skills.
  - 1.3.2.1.7.5. Safety.
  - 1.3.2.1.7.6. Parenting skills.
- 1.3.2.2. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
- 1.3.2.3. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
- 1.3.2.4. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.2.5. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.2.5.1. All women have access to formal, validated screening for prenatal and postpartum depression.
  - 1.3.2.5.2. All women who screen positive for maternal depression are referred to follow-up treatment; as appropriate.
  - 1.3.2.5.3. All participants are enrolled in primary care physician services.
  - 1.3.2.5.4. Improvement in family health and functioning.

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- 1.3.3. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.3.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.
  - 1.3.3.2. Growing Great Families curriculum.
  - 1.3.3.3. Parents-as-Teachers curriculum.
  - 1.3.3.4. Positive Solutions for Families curriculum;
  - 1.3.3.5. SAMSHA's Anger Management curriculum, as appropriate.
  - 1.3.3.6. Circle of Security curriculum.
  - 1.3.3.7. Motivational interviewing.
  - 1.3.3.8. Reflective supervision.
- 1.3.4. The Contractor shall provide home visiting services to the families for a maximum of nine (9) months to ensure families achieve short-term objectives.
- 1.3.5. The Contractor shall utilize the Growing Great Kids curriculum to provide parent with role-playing activities and information about developmentally appropriate milestones for their children.
- 1.3.6. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.
- 1.3.7. The Contractor shall provide meeting space in a community setting in instances in which the family may not feel comfortable meeting at their residence.
- 1.3.8. The Contractor shall ensure families have access to meetings in a manner that ensures safety for both the Family Resource Center staff and the families served by training the families how to utilize web-based meeting methods that include, but are not limited to:
  - 1.3.8.1. Zoom.
  - 1.3.8.2. Google Classroom.
- 1.3.9. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.
- 1.3.10. The Contractor shall ensure additional supports are provided to families during academic and routine changes, which may include, but are not limited to:

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- 1.3.10.1. Delivering hard copies of applications for support services.
- 1.3.10.2. Emotional learning activities.
- 1.3.10.3. Gas cards.
- 1.3.10.4. Phone cards.
- 1.3.10.5. Data cards.
- 1.3.11. The Contractor shall provide a Parent Leadership Certificate course to parents and/or caregivers, as needed, in order to develop leadership skills and facilitate opportunities for using specific skills in their community.
- 1.3.12. The Contractor shall provide evidence-based classes to build protective factors in the families, including but not limited to:
  - 1.3.12.1. Active Parenting of Teens.
  - 1.3.12.2. Active Parenting for Stepfamilies.
  - 1.3.12.3. Cooperative Parenting and divorce.
  - 1.3.12.4. Parenting Journey and Parenting Journey II.
  - 1.3.12.5. Inside Out Dad.
  - 1.3.12.6. Nurture Hope.
  - 1.3.12.7. Nurturing skills for families.
  - 1.3.12.8. Positive Solutions for Families.
  - 1.3.12.9. Tenant 101.
- 1.3.13. The Contractor shall ensure that families attending classes receive family meals and free childcare to increase the accessibility for families to participate.
- 1.3.14. The Contractor shall conduct an assessment with families to determine any barriers that may be preventing families from attending classes.
- 1.3.15. The Contractor shall refer families who need additional assistance based on the assessment to the Step Ahead program to assist with needs that may include, but are not limited to, enrollment in nutrition assistance and health insurance.
- 1.3.16. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

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1.3.17. The Contractor shall provide support groups for parents in order to promote health early childhood development and allow staff to model healthy parenting skills, including but not limited to:

1.3.17.1. Giggles and Grins Playgroup.

1.3.17.2. Happy Sounds.

1.3.17.3. Pre-Teen Recovery Outreach.

1.4. **Staffing**

1.4.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.

1.4.2. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.

1.4.3. The Contractor shall ensure staff are trained in:

1.4.3.1. The principles of family support;

1.4.3.2. Maternal and child health;

1.4.3.3. The child welfare system with concentrations in service array;

1.4.3.4. Working in multidisciplinary teams.

1.4.4. The Contractor shall ensure staff trainings are focused on the prevention and elimination of child abuse and neglect, topics include but are not limited to:

1.4.4.1. Period of Purple Crying.

1.4.4.2. Strengthening Families approach.

1.4.5. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:

1.4.5.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;

1.4.5.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and

1.4.5.3. Effective home visiting and reporting practices.

1.4.6. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.

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- 1.4.7. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:
- 1.4.7.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
  - 1.4.7.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
  - 1.4.7.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
  - 1.4.7.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
  - 1.4.7.5. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:
  - 1.4.7.6. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
  - 1.4.7.7. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.4.8. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.4.9. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:
- 1.4.9.1. Clinical updates.
  - 1.4.9.2. Program announcements.
  - 1.4.9.3. Changes, errors, and requests.
- 1.4.10. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
- 1.4.10.1. After school programs.

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- 1.4.10.2. Collaboration with SAU, teachers and guidance departments.
- 1.4.11. The Contractor shall staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.4.12. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.
- 1.4.13. The Contractor shall ensure staff engage with community stakeholders to address the needs of families and children, resources include but are not limited to:
  - 1.4.13.1. Thrive
  - 1.4.13.2. Family Support NH
  - 1.4.13.3. Winnipesaukee Public Health Council
  - 1.4.13.4. Winnisquam Regional System of Care
  - 1.4.13.5. Winnisquam Community Management Team
  - 1.4.13.6. NH Child Welfare System Transformation Prevention Services Workgroup.
  - 1.4.13.7. Stand up Laconia, Stand up Winnisquam
- 1.4.14. The Contractor shall develop community outreach avenues in order to maintain or increase community awareness of services available to families, areas include but are not limited to:
  - 1.4.14.1. Social media, including but not limited to:
    - 1.4.14.1.1. Facebook.
    - 1.4.14.1.2. Instagram.
    - 1.4.14.1.3. LinkedIn.
  - 1.4.14.2. Traditional media, including but not limited to:
    - 1.4.14.2.1. Laconia Daily Sun.
    - 1.4.14.2.2. Meredith News.
    - 1.4.14.2.3. Manchester Union Leader.
  - 1.4.14.3. Website and email.
  - 1.4.14.4. Grassroots outreach through distribution of flyers, including but not limited to:
    - 1.4.14.4.1. Schools.

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1.4.14.4.2. Churches.

1.4.14.4.3. Libraries.

1.4.14.4.4. Homeless shelters.

1.4.14.5. Networking with community collaborators.

**1.5. Relevant Laws, Policies and Guidelines**

- 1.5.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
- 1.5.2. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.
- 1.5.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.5.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.5.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.5.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.5.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.5.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

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- 1.5.7.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.5.7.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
  - 1.5.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
  - 1.5.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
  - 1.5.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
  - 1.5.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
  - 1.5.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 2. Exhibits Incorporated**
- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
  - 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
  - 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.
- 3. Reporting Requirements**
- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report is due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
    - 3.1.1. The progress in achieving the stated outcomes.

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- 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit annual reports to the Department no later than July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure quarterly reports include but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.
  - 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month Ages and Stages Questionnaire (ASQ) was administered.
  - 3.3.8. Recheck.
  - 3.3.9. Referred
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to the client's PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.

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- 3.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the Family Service Record includes, but not be limited to:
- 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.
4. Performance Measures
- 4.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
  - 4.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
  - 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
  - 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
  - 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
    - 4.5.1. Increasing outreach to high-risk populations;
    - 4.5.2. Increasing the share of referred families who enroll in services;
    - 4.5.3. Increasing service completion dates; and

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
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- 4.5.4. Evaluating long-term program outcomes.
- 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.
- 5. **Additional Terms**
  - 5.1. **Impacts Resulting from Court Orders or Legislative Changes**
    - 5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
  - 5.2. **Culturally and Linguistically Appropriate Services (CLAS)**
    - 5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
  - 5.3. **Credits and Copyright Ownership**
    - 5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
    - 5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
    - 5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
      - 5.3.3.1. Brochures.
      - 5.3.3.2. Resource directories.
      - 5.3.3.3. Protocols or guidelines.

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5.3.3.4. Posters.

5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

6.1. The Contractor shall keep records that include, but are not limited to:

6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.

6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

6.1.4. Medical records on each patient/recipient of services.

6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

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**EXHIBIT C**



Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG - Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, through Exhibit C-4, Budget Sheets.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFAInvoices@dhhs.nh.gov](mailto:BFAInvoices@dhhs.nh.gov), or invoices may be mailed to:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT C**



Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301

6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

Lakes Region Community Services Council

Exhibit C

Contractor Initials

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Date

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- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
  - 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
  - 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
  - 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

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Exhibit C-1, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name Lakes Region Community Services

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-005-01-COUPR

Budget Period: SFY 2021 (7/1/2020 TO 6/30/21)

Line Item	Total Program Cost		Contractor Share / Match		Funded by DHHS contract share	
	Direct	Indirect	Direct	Indirect	Direct	Indirect
1. Total Salary/Wages	\$ 208,664.95	\$ -	\$ 208,664.95	\$ -	\$ 150,377.40	\$ -
2. Employee Benefits	\$ 69,685.64	\$ -	\$ 69,685.64	\$ -	\$ 50,217.60	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -
6. Travel	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
7. Occupancy	\$ 14,200.00	\$ -	\$ 14,200.00	\$ -	\$ 8,520.00	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -
Insurance	\$ 6,660.00	\$ -	\$ 6,660.00	\$ -	\$ 2,000.00	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
12. Subcontracts/Agreements	\$ 6,200.00	\$ -	\$ 6,200.00	\$ -	\$ 5,700.00	\$ -
13. Other (specify details in narrative):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 323,210.59	\$ -	\$ 323,210.59	\$ -	\$ 213,815.00	\$ -

Indirect As A Percent of Direct

0%

*AS*  
Date 6/19/20

Exhibit C-2, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name Lakes Region Community Services

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP: 2021-0213-03-COMPR

Budget Period: FFY 2022 (7/1/2021 TO 6/30/22)

Line Item	Total Program Cost		Contractor Share / Match		Funded by DRHS contract share	
	Direct	Indirect	Direct	Indirect	Direct	Indirect
1. Total Salary/Wages	\$ 208,664.85	\$ -	\$ 208,664.85	\$ -	\$ 150,377.49	\$ -
2. Employee Benefits	\$ 60,685.64	\$ -	\$ 60,685.64	\$ -	\$ 46,217.00	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -
6. Travel	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
7. Occupancy	\$ 14,200.00	\$ -	\$ 14,200.00	\$ -	\$ 5,680.00	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -
Insurance	\$ 6,660.00	\$ -	\$ 6,660.00	\$ -	\$ 2,000.00	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
12. Subcontracts/Agreements	\$ 5,200.00	\$ -	\$ 5,200.00	\$ -	\$ 5,200.00	\$ -
13. Other (specify details in narrative):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 323,210.59	\$ -	\$ 323,210.59	\$ -	\$ 233,815.69	\$ -

Indirect As A Percent of Direct

Contract Manager  
*RB*  
Date 6/19/20

Exhibit C-3 Budget Sheet

New Hampshire Department of Health and Human Services

Contractor Name: Lakes Region Community Services Family Resource Center

Budget Request for: COMPLEMENTARY FAMILY SUPPORT SERVICES, RF-P-2021-0018-02-CORP

Budget Period: 8/1/2021 (7/1/2022 TO 6/30/23)

Use Item # Description Direct Total Indirect Total Contract Share / Match Contract Direct Indirect Total

1. Total Salaries	\$ 208,664.95	\$ 208,664.95	\$ 208,664.95	\$ 208,664.95	\$ 208,664.95	\$ 208,664.95	\$ 208,664.95
2. Employee Benefits	\$ 69,685.64	\$ 69,685.64	\$ 69,685.64	\$ 69,685.64	\$ 69,685.64	\$ 69,685.64	\$ 69,685.64
3. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6. Travel	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
7. Occupancy:	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00
Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
Audit and Legal	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00
Board Expenses	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
12. Subcontract/Agreements	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00
13. Other (specify details manually)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 323,218.59	\$ 323,218.59	\$ 323,218.59	\$ 323,218.59	\$ 323,218.59	\$ 323,218.59	\$ 323,218.59

Indirect as a Percent of Direct

8%

02/19/22  
MS  
Contract #180

Encls C-1 Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: Lakes Region Community Services

Budget Request for: CORPHEALTH SYSE FAMILY SUPPORT SERVICES RFP-221-004547-COUPB

Budget Period: 8/7/2021(7/1/22) TO 6/30/24

Line Item	Total Program Cost	Contractor Share / Match	Contract Share	Total
1. Total Salary/Wages	\$ 208,664.85	\$ 147.00	\$ 54,287.45	\$ 150,377.40
2. Employee Benefits	\$ 69,685.64	\$ 19.88	\$ 10,468.04	\$ 59,217.60
3. Computers	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -
5. Rental	\$ -	\$ -	\$ -	\$ -
6. Repair and Maintenance	\$ -	\$ -	\$ -	\$ -
7. Supplies	\$ -	\$ -	\$ -	\$ -
8. Educational	\$ -	\$ -	\$ -	\$ -
9. Pharmacy	\$ -	\$ -	\$ -	\$ -
10. Medical	\$ -	\$ -	\$ -	\$ -
11. Office	\$ 500.00	\$ -	\$ -	\$ 500.00
12. Travel	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
13. Occupancy	\$ 14,200.00	\$ 5.80	\$ 5,680.00	\$ 12,000.00
14. Current Expenses	\$ -	\$ -	\$ -	\$ -
15. Information	\$ -	\$ -	\$ -	\$ -
16. Postage	\$ -	\$ -	\$ -	\$ -
17. Subscriptions	\$ -	\$ -	\$ -	\$ -
18. Audit and Legal	\$ 1,300.00	\$ 1,300.00	\$ -	\$ -
19. Insurance	\$ 8,600.00	\$ 4,600.00	\$ 4,000.00	\$ 2,000.00
20. Board Expenses	\$ -	\$ -	\$ -	\$ -
21. Software	\$ -	\$ -	\$ -	\$ -
22. Marketing/Communications	\$ -	\$ -	\$ -	\$ -
23. Staff Education and Training	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
24. Subcontract/Agreements	\$ 5,200.00	\$ -	\$ -	\$ 5,200.00
25. Other (Specify details in Remarks)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 222,350.59</b>	<b>\$ 19,352.84</b>	<b>\$ 81,359.59</b>	<b>\$ 213,018.00</b>

02/19/20

*[Handwritten Signature]*

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency



New Hampshire Department of Health and Human Services  
Exhibit D

has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

Vendor Name: LAKES Region Community Services

Rebecca Bryant  
Name: Rebecca Bryant  
Title: CEO

6/19/20  
Date

Vendor Initials RB  
Date 6/19/20



New Hampshire Department of Health and Human Services  
Exhibit E

CERTIFICATION REGARDING LOBBYING

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

- \*Temporary Assistance to Needy Families under Title IV-A
- \*Child Support Enforcement Program under Title IV-D
- \*Social Services Block Grant Program under Title XX
- \*Medicaid Program under Title XIX
- \*Community Services Block Grant under Title VI
- \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Lakes Region Community Services

6/19/20

Date

Rebecca Bryant

Name: Rebecca Bryant  
Title: CEO

RB

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

*AB*

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name: LAKES Region Community Services

6/19/20  
Date

Rebecca Bryant  
Name: REBECCA BRYANT  
Title: CEO

Vendor Initials RB  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit G



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Vendor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681; 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Vendor Initials

*RB*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Vendor agrees to comply with the provisions indicated above.

Vendor Name: Lakes Region Community Services

6/19/20  
Date

Rebecca Bryant  
Name: Rebecca Bryant  
Title: CEO

Exhibit G

Vendor Initials

RB

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Vendor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Vendor Name: Lakes Region Community Svcs

6/19/20  
Date

Rebecca L Bryant  
Name: Rebecca L Bryant  
Title: CEO

Vendor Initials: RLB  
Date: 6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Exhibit I  
Health Insurance Portability Act  
Business Associate Agreement  
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New Hampshire Department of Health and Human Services

Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

New Hampshire Department of Health and Human Services



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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New Hampshire Department of Health and Human Services

Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

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Contractor Initials

*AB*

Date *6/19/20*



New Hampshire Department of Health and Human Services

Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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New Hampshire Department of Health and Human Services

Exhibit I

- e. **Severability.** If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. **Survival.** Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

<p><u>Department of Health and Human Services</u> The State</p> <p><u><i>Christine Santaniello</i></u> Signature of Authorized Representative</p> <p><u>Christine Santaniello</u> Name of Authorized Representative</p> <p><u>Director DEHS</u> Title of Authorized Representative</p> <p><u>6/24/20</u> Date</p>	<p><u>Lakes Region Community Services</u> Name of the Contractor</p> <p><u><i>Rebecca L Bryant</i></u> Signature of Authorized Representative</p> <p><u>Rebecca L Bryant</u> Name of Authorized Representative</p> <p><u>CEO</u> Title of Authorized Representative</p> <p><u>6/19/20</u> Date</p>
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New Hampshire Department of Health and Human Services  
Exhibit J



**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name: **Rebecca L. Bryant**  
**President & CEO**

  
LRCS

Name:  
Title:

6/19/20  
Date

  
Date 6/19/20



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 122778277
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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DHHS Information Security Requirements



mal, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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Exhibit K

DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

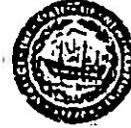
III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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**Exhibit K**  
**DHHS Information Security Requirements**



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

**B. Disposition**

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and/or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

**IV. PROCEDURES FOR SECURITY**

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.
12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
  13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
  14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
  15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
  16. The Contractor must ensure that all End Users:
    - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
    - b. safeguard this information at all times.
    - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
    - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and Individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. In all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

- 1. Identify Incidents;
- 2. Determine if personally identifiable information is involved in Incidents;
- 3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
- 4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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Exhibit K

DHHS Information Security Requirements



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

*AB*

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and TLC Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,051,806.94
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 89% Federal Funds, comprised of:
      - 1.1.1. 1.40% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 5.39% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 25.12% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 66.83% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1.26% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN B04MC45230.
    - 1.2. 11% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/30/2024

Date

DocuSigned by:  
*Iain Watt*  
07780963F0704C7...  
Name: Iain Watt  
Title: Interim Director - DPHS

TLC Family Resource Center

5/23/2024

Date

DocuSigned by:  
*Sarah Maguire*  
488478A7CDEE4F1...  
Name: Sarah Maguire  
Title: Executive Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/30/2024

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at TLC Family Resource Center located at 62 Pleasant Street, Claremont, NH, and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Claremont District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.2.6.7. Accessing parental education on topics that include, but are not limited to:
  - 1.2.6.7.1. Child development.
  - 1.2.6.7.2. Child behavior.
  - 1.2.6.7.3. Child health.
  - 1.2.6.7.4. Coping and problem-solving skills.
  - 1.2.6.7.5. Safety.
  - 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

- 1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:
  - 1.3.1.1.1. Families at or below 250% of the federal poverty level;
  - 1.3.1.1.2. Single-parent families;
  - 1.3.1.1.3. First time parents;
  - 1.3.1.1.4. Families with other children under three (3) years of age;
  - 1.3.1.1.5. Parents under twenty-five (25) years of age; and
  - 1.3.1.1.6. Parents with limited educational attainment.
- 1.3.1.2. Make initial contact with families at during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:
  - 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
  - 1.3.1.2.2. Schedule a date and time for the initial home visit to occur and obtain initial intake prescreening information to follow up with the family.

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**EXHIBIT B – AMENDMENT 2**

1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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**EXHIBIT B – AMENDMENT 2**

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- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS, and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
  - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
  - 1.3.5.7. Assessment of referrals and connections to community resources.
  - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
  - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3, and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
  - 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families, and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kincare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC. 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
- 1.9.5.15.2. Childcare.
- 1.9.5.15.3. Healthcare access.
- 1.9.5.15.4. Community supports.
- 1.9.5.15.5. Home visiting programs and type.
- 1.9.5.15.6. Discharge date and reason.
- 1.9.5.15.7. Post survey completion.

1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
- 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals and is monitored through the Family Support Data System (FSDS).
- 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
- 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
- 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
  - 1.10.7.1. Increasing outreach to high-risk populations.
  - 1.10.7.2. Increasing the share of referred families who enroll in services.
  - 1.10.7.3. Increasing service completion dates.
  - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
- 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
- 1.10.7.4.3. Improving the quality and safety of the home environment.
- 1.10.7.4.4. Increasing positive parenting behaviors.
- 1.10.7.4.5. Reducing parental anxiety and depression.
- 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
  - 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing, or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

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viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

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- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

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1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

**1.15.3. Disagreement over Transition Services Results**

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

Contractor Initials SM

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution, or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

- 4.1. The Contractor must keep records that include, but are not limited to:
  - 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 4.1.4. Medical records on each patient/recipient of services.

Contractor Initials DS  
SM

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

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4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts, and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor:

**Exhibit C-5, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	TLC Family Resource Center	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2024 - 06/30/2025 (SFY 2025)	
<b>Indirect Cost Rate (if applicable)</b>	0.1	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$284,414	\$33,128
2. Fringe Benefits	\$62,571	\$7,288
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$2,400
5.(a) Supplies - Educational	\$829	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$2,000
6. Travel	\$10,000	\$3,099
7. Software	\$0	\$14,656
8. (a) Other - Marketing/ Communications	\$0	\$3,700
8. (b) Other - Education and Training	\$3,000	\$3,600
8. (c) Other - Emergency funds for families	\$1,500	\$3,500
Other: Telephone-Internet	\$2,800	\$2,975
Other: Occupancy	\$0	\$16,130
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$365,114</b>	<b>\$92,476</b>
<b>Total Indirect Costs</b>	<b>\$36,511</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$401,625</b>	<b>\$92,476</b>

Contractor: 

Date: 5/23/2024

**Exhibit C-6, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>	TLC Family Resource Center	
<b>Budget Request for:</b>	Comprehensive Family Support Services	
<b>Budget Period</b>	7/1/2025 - 06/30/2026 (SFY 2026)	
<b>Indirect Cost Rate (if applicable)</b>	0.099204794	
Line Item	Program Cost - Funded by: DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$288,538	\$33,788
2. Fringe Benefits	\$63,478	\$7,433
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$2,400
5.(a) Supplies - Educational	\$828	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$0	\$2,000
6. Travel	\$10,000	\$3,099
7. Software	\$2,967	\$11,690
8. (a) Other - Marketing/ Communications	\$0	\$3,700
8. (b) Other - Education and Training	\$3,000	\$0
8. (c) Other - Emergency funds for families	\$1,500	\$3,500
Other: Telephone-Internet	\$2,800	\$2,975
Other: Occupancy	\$0	\$16,130
Other (please specify)	\$0	\$0
Other (please specify)	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$373,111</b>	<b>\$86,715</b>
<b>Total Indirect Costs</b>	<b>\$37,014</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$410,125</b>	<b>\$86,715</b>

Contractor: 

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that TLC FAMILY RESOURCE CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 14, 2004. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 461338

Certificate Number: 0006607734



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of March A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Mariah Davis, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of TLC Family Resource Center.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 23<sup>rd</sup>, 2024, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Sarah Maguire, Executive Director, is duly authorized on behalf of TLC Family Resource Center to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: May 24, 2024

*Mariah Davis*

Signature of Elected Officer  
Name: Mariah Davis  
Title: Board President







**FAMILY  
RESOURCE  
CENTER**

### MISSION STATEMENT

The mission of TLC Family Resource Center (TLC) is to promote the optimal health and development of children and families in our region of New Hampshire.

**TLC FAMILY RESOURCE CENTER, INC.**

**Financial Statements  
(With Independent Auditors' Report)**

**June 30, 2023 and 2022**

**TLC FAMILY RESOURCE CENTER, INC.**  
June 30, 2023 and 2022

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## Independent Auditors' Report

To the Board of Directors of  
TLC Family Resource Center, Inc.  
Claremont, New Hampshire

### Opinion

We have audited the accompanying financial statements of TLC Family Resource Center, Inc. (a nonprofit corporation, the "Center"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TLC Family Resource Center, Inc. as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibility section of our report. We are required to be independent of the Center and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Emphasis of Matter

As discussed in Note 1(l) to the financial statements, the Center adopted ASC 842, Leases, effective July 1, 2022 using the transition alternative approach. Our opinion is not modified with respect to that matter.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### Auditors' 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, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### **Report on Summarized Comparative Information**

We have previously audited the Center's 2022 financial statements and we expressed an unmodified opinion on them in our report dated January 27, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*McSoley M. McCoy & Co.*

South Burlington, Vermont  
February 23, 2024  
VT Reg. No. 92-349

**TLC Family Resource Center, Inc.**

## Statement of Financial Position

June 30, 2023

(With Summarized Comparative Totals as of June 30, 2022)

	June 30, 2023			As of June 30, 2022
	Without Donor Restrictions	With Donor Restrictions	Total	Totals (Summarized)
<b>Assets</b>				
Cash and cash equivalents	\$ 716,487	\$ 173,262	\$ 889,749	\$ 706,744
Accounts receivable	190,805	6,250	197,055	164,855
Grants receivable	-	290,000	290,000	202,500
Prepaid expenses	1,587	-	1,587	3,304
Security deposit	2,000	-	2,000	-
Operating lease right of use asset	460,790	-	460,790	-
Property and equipment, net	445,126	-	445,126	473,968
<b>Total assets</b>	<b>\$ 1,816,795</b>	<b>\$ 469,512</b>	<b>\$ 2,286,307</b>	<b>\$ 1,551,371</b>
<b>Liabilities and net assets</b>				
<b>Liabilities</b>				
Accrued expenses	\$ 120,115	\$ -	\$ 120,115	\$ 82,041
Accounts payable	26,738	-	26,738	16,697
Operating lease liabilities	470,580	-	470,580	-
Bank loan payable	82,579	-	82,579	91,444
<b>Total liabilities</b>	<b>700,012</b>	<b>-</b>	<b>700,012</b>	<b>190,182</b>
<b>Net assets</b>				
Without donor restrictions	1,116,783	-	1,116,783	1,086,068
With donor restrictions	-	469,512	469,512	275,121
<b>Total net assets</b>	<b>1,116,783</b>	<b>469,512</b>	<b>1,586,295</b>	<b>1,361,189</b>
<b>Total liabilities and net assets</b>	<b>\$ 1,816,795</b>	<b>\$ 469,512</b>	<b>\$ 2,286,307</b>	<b>\$ 1,551,371</b>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**  
**Statement of Activities and Changes in Net Assets**  
**For the Year Ended June 30, 2023**  
**(With Summarized Comparative Totals for the Year Ended June 30, 2022)**

	Year Ended June 30, 2023			Year Ended June 30, 2022
	Without Donor Restrictions	With Donor Restrictions	Total	Totals (Summarized)
<b>Support and revenue</b>				
Governmental support	\$ 574,233	\$ -	\$ 574,233	\$ 637,684
Program fees	1,159,387	-	1,159,387	695,684
Foundations and trusts	158,210	559,403	717,613	564,337
Contributions	104,039	1,576	105,615	84,647
Interest income	1,475	-	1,475	301
In-kind contributions	646	-	646	6,600
Net assets released from restrictions	366,588	(366,588)	-	-
<b>Total support and revenue</b>	<u>2,364,578</u>	<u>194,391</u>	<u>2,558,969</u>	<u>1,989,253</u>
<b>Expenses</b>				
Program services				
Family Support	1,211,119	-	1,211,119	921,085
Recovery Programs	709,387	-	709,387	451,726
Youth Programs	19,686	-	19,686	98,685
	1,940,192	-	1,940,192	1,471,496
Fundraising	25,237	-	25,237	78,420
Management and general	368,434	-	368,434	253,456
<b>Total expenses</b>	<u>2,333,863</u>	<u>-</u>	<u>2,333,863</u>	<u>1,803,372</u>
<b>Change in net assets</b>	30,715	194,391	225,106	185,881
Net assets, beginning of year	<u>1,086,068</u>	<u>275,121</u>	<u>1,361,189</u>	<u>1,175,308</u>
<b>Net assets, end of year</b>	<u>\$ 1,116,783</u>	<u>\$ 469,512</u>	<u>\$ 1,586,295</u>	<u>\$ 1,361,189</u>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**  
**Statement of Functional Expenses**  
**For the Year Ended June 30, 2023**  
**(With Summarized Comparative Totals for the Year Ended June 30, 2022)**

	Year Ended June 30, 2023							Year Ended
	Program Services						Total Expenses	June 30, 2022
	Family Support	Recovery Programs	Youth Programs	Total Program Services	Management and General	Fund-raising		Totals (Summarized)
Advertising and marketing	\$ 15,987	\$ 10,869	\$ 2,337	\$ 29,193	\$ 5,110	\$ 4,528	\$ 38,831	\$ 48,710
Computer and technology expenses	35,498	14,630	345	50,473	13,425	-	63,898	62,433
Contract services	49,000	13,205	115	62,320	75	-	62,395	17,273
Depreciation	15,001	8,907	202	24,110	4,564	168	28,842	31,368
Direct assistance	49,900	17,810	196	67,906	-	-	67,906	81,700
Employee benefits	84,087	49,969	1,136	135,192	25,604	-	160,796	82,253
Equipment rental and maintenance	2,374	984	473	3,831	678	-	4,509	4,534
In-kind materials	551	95	-	646	-	-	646	6,600
Insurance	3,852	2,293	52	6,197	3,297	-	9,494	6,589
Interest	-	-	-	-	2,861	-	2,861	3,170
Mileage reimbursement	5,231	7,289	147	12,667	204	-	12,871	6,102
Occupancy	53,427	33,411	689	87,527	20,290	-	107,817	71,703
Operating supplies and expenses	18,054	30,405	1,588	50,047	28,747	10,742	89,536	62,703
Payroll taxes	57,663	33,924	771	92,358	17,382	-	109,740	86,644
Postage	660	699	43	1,402	157	120	1,679	2,035
Printing	3,466	1,593	125	5,184	506	1,134	6,824	8,589
Professional fees	10,607	6,315	148	17,070	4,351	-	21,421	19,526
Salaries and wages	771,986	458,435	10,421	1,240,842	234,895	8,545	1,484,282	1,160,986
Telephone	16,728	9,588	523	26,839	3,281	-	30,120	26,725
Training and development	16,645	8,966	-	25,611	2,982	-	28,593	12,810
Vehicle expense	402	-	375	777	25	-	802	919
<b>Total expenses</b>	<b>\$ 1,211,119</b>	<b>\$ 709,387</b>	<b>\$ 19,686</b>	<b>\$ 1,940,192</b>	<b>\$ 368,434</b>	<b>\$ 25,237</b>	<b>\$ 2,333,863</b>	<b>\$ 1,803,372</b>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2023**  
**(With Summarized Comparative Totals for the Year Ended June 30, 2022)**

	Year Ended June 30, 2023			Year Ended June 30, 2022
	Without Donor Restrictions	With Donor Restrictions	Total	Totals (Summarized)
<b>Cash flows from operating activities:</b>				
Change in net assets	\$ 30,715	\$ 194,391	\$ 225,106	\$ 185,881
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation	28,842	-	28,842	31,368
Amortization of operating right-of-use asset	52,493	-	52,493	-
Increase in accounts receivable	(25,950)	(6,250)	(32,200)	(35,209)
(Increase) decrease in grants receivable	12,289	(99,789)	(87,500)	(69,060)
(Increase) decrease in prepaid expenses	1,717	-	1,717	(3,304)
(Increase) decrease in security deposits	(2,000)	-	(2,000)	1,350
Increase (decrease) in accounts payable	10,041	-	10,041	(124,782)
Increase in accrued expenses	38,074	-	38,074	19,312
Decrease in operating lease liabilities	(42,703)	-	(42,703)	-
Decrease in advances refundable	-	-	-	(35,561)
<b>Net cash provided (used) by operating activities</b>	<u>103,518</u>	<u>88,352</u>	<u>191,870</u>	<u>(30,005)</u>
<b>Cash flows from financing activities</b>				
Principal payments on bank loan	(8,865)	-	(8,865)	(8,556)
<b>Increase (decrease) in cash and cash equivalents</b>	94,653	88,352	183,005	(38,561)
Cash and cash equivalents, beginning of year	<u>621,834</u>	<u>84,910</u>	<u>706,744</u>	<u>745,305</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 716,487</u>	<u>\$ 173,262</u>	<u>\$ 889,749</u>	<u>\$ 706,744</u>
<b>Supplemental disclosure of cash flow information</b>				
Interest paid	<u>\$ 2,861</u>	<u>\$ -</u>	<u>\$ 2,861</u>	<u>\$ 3,170</u>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

1. Summary of Operations and Significant Accounting Policies

TLC Family Resource Center, Inc., (the "Center") is a non-profit organization established in 2004 for the purpose of promoting the physical and emotional health and safety of women and families expecting infants or with young children. In 2012, services were expanded to include youth programming for teens, and in 2018, Recovery Support services were added. The Center serves individuals in New Hampshire's Sullivan and lower Grafton counties. Approximately 22% of the Center's revenue and support comes from governmental financial assistance, 45% from program services, and 33% from contributions.

(a) Basis of Accounting

The accompanying financial statements are prepared using the accrual basis of accounting under U.S. generally accepted accounting principles (U.S. GAAP). Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

(b) Basis of Presentation

The Center reports information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions, which represent resources restricted by donors as to purpose or by the passage of time; and net assets without donor restrictions, which represent the expendable resources that are available for operations at management's discretion.

(c) Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(d) Property and Equipment

Property and equipment are stated at cost. Donations of property and equipment are recorded at their estimated fair value. Depreciation is computed using the straight-line method over the assets' estimated useful lives. Additions and betterments with a value in excess of \$2,500 and with a useful life greater than one year are capitalized, and expenditures for repairs and maintenance are expensed when incurred. Upon sale or retirement, the costs and related accumulated depreciation are eliminated from the respective accounts, and the resulting gain or loss is included in income.

(e) Accrued Compensated Absences

The Center provides each eligible employee with vacation time, which is accumulated on a pro-rata basis as actual hours are worked. Compensated absences accrue when amounts can be reasonably estimated and payment of compensation is probable.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

Summary of Operations and Significant Accounting Policies (continued)

(f) Cash and cash equivalents

Cash and cash equivalents include all certificates of deposits and highly liquid investments with maturities of three months or less at the date of purchase. The Center maintains cash and cash equivalents in bank deposit accounts which, at times, may exceed federally insured limits. The Center has not experienced any losses with these accounts. In January 2023 the Center opened a sweep account which allows the Center's cash accounts to maintain balances below the federally insured limits. Management believes the Center is not exposed to any significant credit risk on cash.

(g) Comparative Data

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the Center's financial statements for the year ended June 30, 2022 from which the summarized information was derived.

(h) Revenue Recognition

The Center's fees for programs and services provided are recognized when earned, which is within the time period covered by the services or program. The Center records contributions as with donor restrictions or without donor restrictions support depending on the existence or nature of donor restrictions. The Center reports gifts and grants of cash or other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributions of non-cash assets are recorded at their fair values in the period received. Contributions of services that create or enhance non-financial assets or that require specialized skills, which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. Donated investments are also reported at fair value at the date of receipt, which is then treated as the Center's cost basis.

(i) Functional Expenses

The costs of providing programs and other activities have been summarized on a functional basis in the statements of activities and changes in net assets and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. Most expenses are allocated on the basis of estimates of average time and effort. Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported changes in net assets.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

Summary of Operations and Significant Accounting Policies (continued)

(j) Receivables

Receivables are stated at the amount management expects to collect. The Center provides for probable uncollectible amounts through an allowance for accounts receivable based on its assessment of the current status of individual accounts. Management has not recorded an allowance as of June 30, 2023 and 2022 as management believes all amounts are deemed collectible. Accounts and grants receivable as of June 30, 2023, 2022 and July 1, 2021 were \$487,055, \$367,355, and \$263,086, respectively.

(k) Income Taxes

The Center is a not-for-profit organization as described under Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes on income related to the fulfillment of the Center's mission. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

The Center annually files an Internal Revenue Service Form 990, Return of Organization Exempt From Income Tax, tax return in the U.S. Federal jurisdiction. The Center is no longer subject to U.S. Federal income tax examination by tax authorities for the years prior to June 30, 2020. In the normal course of business, the Center is subject to examination by various taxing authorities. Although the outcome of tax audits is always uncertain, the management of the Center believes that there are no significant unrecognized tax liabilities at June 30, 2023.

(l) Leases

The Center adopted Topic 842 as of July 1, 2022, utilizing the transition alternative approach under Accounting Standards Update No. 2018-11, *Leases (Topic 842): Targeted Improvements*. As a result of utilizing the optional transition method, the financial results prior to July 1, 2022 continue to be reported in accordance with *Leases (Topic 840)*.

In addition, the Center adopted the package of practical expedients in transition, which permits the Center to not reassess the prior conclusions pertaining to lease identification, lease classification, and initial direct costs on leases that commenced prior to adoption of the new standard.

Leases that have a term of twelve months or less upon commencement date are considered short-term in nature. The Center elected the ongoing practical expedient to not recognize ROU assets and lease liabilities related to short-term leases. Accordingly, short-term leases are not included on the statements of financial position and are expensed on a straight-line basis over the lease term, which commences on the date the Center has the right to control the property. The Center did not elect the use-of-hindsight practical expedient. For leases beginning subsequent to the commencement date, the Center elected to not separate lease and non-lease components for all classes of assets.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

Summary of Operations and Significant Accounting Policies (continued)

As a result of adopting *Topic 842*, the Center recognized \$513,283 of operating ROU assets and operating lease liabilities as of the commencement date. Existing prepaid balances, if any, were recorded as an offset to operating ROU assets. The cumulative effect of the adoption resulted in no adjustment to opening net assets as of July 1, 2022. The adoption did not have a material impact on the results of operations or cash flows.

The Center assesses ROU assets for impairment annually. When events or circumstances indicate the carrying value may not be recoverable, management evaluates the net book value of the asset for impairment by comparison to the projected undiscounted future cash flows. If the carrying value of the asset is determined to not be recoverable and is in excess of the estimated fair value, an impairment charge is recognized on the statement of activities.

The Center primarily leases building and office space. The Center did not include lease extension options in the operating ROU assets and lease liabilities as the lease does include a definitive extension clause.

As the leases do not provide an implicit borrowing rate, the Center used either the risk-free rate ("RFR") or the estimated incremental borrowing rate ("IBR") to determine the present value of the lease payments. The IBR is the rate of interest that the Center would have to pay to borrow on a collateralized basis over a similar term an amount equal to the lease payments in a similar economic environment. In determining that rate, the Center considers prevailing economic conditions at the commencement date and factors such as specific credit risk, term of the lease and options, and the effect of collateralization based on the nature and quality of the underlying asset. The Center uses the IBR for buildings and office space.

Operating leases may include fixed minimum lease payments and variable lease payments based on an index or rate. Variable lease payments not based on an index or rate are not included in the operating lease liability as they cannot be reasonably estimated and are recognized in the period in which the obligation for those payments is incurred.

(m) Subsequent Events

Management has evaluated subsequent events through February 23, 2024, which is the date the financial statements were available to be issued.

2. Fair Value Measurements

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Center is required to disclose certain information about its financial assets and liabilities. As of June 30, 2023 and 2022, the Center had no financial instruments subject to the disclosure requirements. Cash and cash equivalents, grants and accounts receivable, accounts payable, accrued expenses, and advances refundable are reported in the statements of financial position approximate fair values because of the short maturities of those instruments or because of the fixed rate of interest required to be paid.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

3. Concentration of Support

The Center receives a significant portion of its support from federal and state programs. A significant reduction in the level of this support, if this were to occur, may have an effect on the Center's ability to continue its program and activities.

4. Net Assets With Donor Restrictions

Net assets subject to donor imposed restrictions were \$469,512 and \$275,121 at June 30, 2023 and 2022, respectively. At June 30, 2023, net assets are restricted for the following purposes: Recovery, Youth Programming, and Family Support Services.

5. Retirement Plan

Effective January 1, 2019, the Center established a Simple IRA Retirement Plan for which all employees are eligible to participate in the Plan. Under the Plan, the Center provides a contribution equal to 2% of the employee's compensation. Employees are eligible to participate in the Plan on the next entry date following the date of their employment. Total retirement plan expense was \$24,570 and \$19,764 for the years ending June 30, 2023 and 2022, respectively.

6. Commitments and Contingencies

The Center receives funds under various state and federal programs. Under the terms of these programs, the Center is required to expend the funds within the designated period for purposes specified in the grant proposal. If expenditures of the funds are found not in compliance with the proposal, the Center may be required to return those funds to the grantor. The amount, if any, of expenses which may be disallowed by the granting agency cannot be determined at this time, although the Center expects such amounts, if any, to be immaterial.

7. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the financial position date, comprise the following:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 716,487	\$ 621,834
Accounts and grants receivable	<u>190,805</u>	<u>177,144</u>
Total financial assets	<u>\$ 907,292</u>	<u>\$ 798,978</u>

The Center regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. The Center has various sources of liquidity at its disposal, including cash and cash equivalents, and various receivables.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

Liquidity and Availability (continued)

In addition to financial assets available to meet general expenditures over the next 12 months, the Center operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures. The Center strives to maintain liquid cash reserves sufficient to cover 90 days of general expenditures. General expenditures include administrative, fundraising and operating expenses.

The Center receives the majority of its funding from grants and contributions which are available to meet annual cash needs for general expenditures. Some funding sources are restricted to specific programs, and are used in accordance with the associated purpose restrictions.

8. Property and Equipment

Property and equipment consisted of the following at June 30:

	Useful Life (Years)	2023	2022
Office equipment & software	2-5	\$ 72,754	\$ 72,754
Office furniture	7	71,002	71,002
Leasehold improvements	39	413,834	413,834
Total property and equipment		<u>557,590</u>	<u>557,590</u>
Less accumulated depreciation		<u>(112,464)</u>	<u>(83,622)</u>
Property and equipment, net		<u>\$ 445,126</u>	<u>\$ 473,968</u>

Depreciation expense totaled \$28,842 and \$31,368 for the years ended June 30, 2023 and 2022, respectively.

9. Operating Leases

The Center has various operating leases for office space. Below are the significant operating leases in place during 2023 and 2022.

62 Pleasant St, Claremont, NH: the Center leases 6,499 square feet of office space at 62 Pleasant St. The Center signed a 10 year lease in 2020 which will expire February 28, 2031. There are not definitive terms of renewal per the lease agreement, although management intends to renew based on mutually agreed upon terms at the time of renewal. Expense for 2023 and 2022 totaled \$68,432 and \$47,526, respectively.

131 Broad St., Claremont, NH: the Center leases office space at 131 Broad St. The Center signed a one year lease in 2022 which expired September 30, 2023. The lease is now month to month. Expense for 2023 and 2022 totaled \$5,400 and \$0, respectively.

The Center leases meeting space at 2 other locations. The agreements for both locations are month to month. Expense for 2023 and 2022 totaled \$7,200 and \$2,100 respectively.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

Operating Leases (continued)

The weighted-average remaining lease term for operating leases is 7.67 years for the year ending June 30, 2023. The weighted-average discount rate for operating leases is 3.25% for the year ending June 30, 2023.

The maturities of lease liabilities in accordance with *Leases (Topic 842)* in each of the next two years are as follows for the years ending June 30:

2024	\$ 60,946
2025	63,384
2026	65,919
2027	68,556
2028	71,297
Thereafter	<u>204,029</u>
Total undiscounted cash flows	534,131
Less: present value discount	<u>(63,551)</u>
Total lease liabilities	<u>\$ 470,580</u>

Future minimum rental payment under the noncancelable leases for the prior year in accordance with *Leases Topic 840*, are as follows for the years ending June 30:

2023	\$ 64,002
2024	62,746
2025	63,384
2026	65,919
2027	68,554
Thereafter	<u>275,327</u>
Total	<u>\$ 599,932</u>

10. Bank Loan Payable

In August 2020, the Center entered into a loan agreement with a local bank in the amount of \$100,000 with a term of ten and a half years maturing on February 14, 2031. For the first five and a half years the interest rate is 3.25% with a monthly payment of principal and interest of \$977, for the remaining five years the interest rate will be the Wall Street Journal Prime Rate (currently 3.25%) with a monthly payment of principal and interest of \$977.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2023 and 2022

Bank Loan Payable (continued)

Maturities by year are as follows:

Year Ended June 30	
2024	\$ 9,180
2025	9,483
2026	9,796
2027	10,120
2028	10,453
Thereafter	<u>33,547</u>
Totals	<u>\$ 82,579</u>

11. Related Party Transactions

The Treasurer of the Board of Directors is branch manager at the bank which holds the Center's note payable and other cash accounts owned by the Center. Management believes these are arm's length transactions.

12. Subsequent Event

In May 2023, the Center signed a 3 year lease agreement for Recovery Program office and meeting space, monthly lease payment of \$3,905 commenced October 1, 2023. The lease includes two 3 year renewal options.

TLC Family Resource Center  
BOARD OF DIRECTORS  
January 2023

**Mariah Davis**

President (term expires 1/2023)  
Mascoma Bank

**Sue Elliott**

Member (term expires 01/2026)  
Retired, Quinnipiac University

**Beth Hoyt- Flewelling**

Member (Term expires 1/2026)

**Megan Blood**

Vice President (term Expires  
1/2026)

**Laura Hagley**

Member (term expires 1/2025)

**Peter Nelson**

Member (Term Expires 1/2025)

**Jane VanBremen**

Member (term expires 1/2026)

**Carole Wood**

member (1/2026)

**Cynthia Boland**

Secretary (term expires 3/2025)

**Michelle Greene**

Member (term expires 03/2025)

**Kristi Collins**

Member (terms expires  
01/2026)

**Anne Walsh**

Treasurer ( Term expires  
01/2026)

## Alyse Lizotte

### EDUCATION & AWARDS:

#### **Colby-Sawyer College, New London, NH**

- Bachelors of Science in Child Development May 2012
  - Minor: Psychology
- Leadership Scholarship (2008-2012)
- Scholar's Symposium: Capstone Award

#### **Walden University,**

- M.S. in Early Childhood Studies and Leadership January 2015-October 2016

### WORK EXPERIENCE:

#### **TLC Family Resource Center 9/22-present**

Claremont, NH

##### *Program Director*

- The Family and Youth Program Director is responsible for oversight of the Family Support and Youth Programs teams.
- Responsibilities include implementing, maintaining, and supervising all components of the family and youth programs of TLC Family Resource Center in compliance with a variety of state and local contracts.
- The Director is also responsible for budget management, program development and community partnerships as well as contributing to the effective leadership of the agency. Responsible for ensuring that the program complies with DCYF rules and regulations.

#### **The Home for Little Wanderers 6/21-11/22**

Hillsboro, NH

##### *Program Director*

- Responsible for managing the overall operations of The DCYF After-Hours Central Intake, including hiring, training, and supporting screeners, supervisors, and ancillary staff.
- Responsible for ensuring that the program complies with DCYF rules and regulations.

#### **Dartmouth Hitchcock Medical Center Child Care Center 08/12-6/21**

Lebanon, NH

##### *Program Director 6/15- 6/21*

- Responsible for fostering an environment that allows children, their families, and staff to develop to their full potential
- Other responsibilities include program management, hiring, leadership and team building, supervision, family communication, enrollment, finances, and conducting as a professional

##### *Program Coordinator 11/13-6/15*

- Work with all staff to create a safe and caring environment for the pre-school children of the Center. Collaborate with teachers to plan and implement appropriate early childhood curriculum providing learning experiences using a variety of materials within the overall guidelines set by the Center.
- With the Program Director, assure that teachers maintain records of each child's progress and development and the preparation of reports to be discussed with parents using criteria set by the Center.
- Work with staff and parents to promote understanding of their child's development and encourage parents' participation in the classroom or Center whenever possible. Assist teachers with regular parent teacher conferences.
- Assist the Program Director with determining budget appropriations by doing research for cost effective materials.

##### *Teacher 08/12-11/13*

- Set up and develop appropriate activities, equipment, and materials
- Daily record keeping on children to apply to T.S. Gold assessment tool on primaries
- Communicate with parents and co-workers
- Supervise and assure safety and wellbeing of children at all times

#### **Norwood High School 08/10- 08/12**

Norwood, MA

##### *Director Small Music Ensemble*

- Ages 13-18 years old

- Teach Celtic music to a variety of string musicians and singers
- Prepare group for performances
- Organize events

**APPLIED EXPERIENCE:**

**Social Work Intern, Department of Children, Youth and Families 01/12-4/12** Claremont, NH  
*Assessment Division in Health and Human Services (State of NH)*

- Developed knowledge of the legal proceedings and laws governing abuse and neglect allegations
- Conducted home visits to investigate abuse/neglect allegations
- Conducted brief phone interviews with Families and professionals (i.e., schools, physicians)
- Processed client files
- Entered notes into the database and produce documentation for legal cases

**Windy Hill School Practicum 07/10-12/10** New London, NH  
*Teacher*

- Ages 3-5 years old; responsibilities (documentation, milestones)
- Developed age appropriate activities that supported children's cognitive, social, and emotional ability
- Collaborated on development of teacher's curriculum
- Aided with lunch and naptime routines

**New London Hospital Learning Center Practicum 01/10- 04/10** New London, NH  
*Teacher*

- Ages 3-5 years old; responsibilities (documentation, milestones)
- Aided with lunch and naptime routines
- Assisted with outside play
- Assisted with class time activities (circle time, scheduled activities)

**Other:**

- Member of NAEYC
- Former Public Policy Chair for NHAIEYC
- Peer reviewer for 2014 NAEYC Annual Conference and Expo
- Former Member of Spark NH Policy Committee
- Volunteered at DHMC CHAD (children's hospital)
- Worked on various task force for Early Childhood and Higher Education
- Recipient of Early Learning NH's Early Childhood Champion Award

**CRYSTAL SIMPSON**

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**EDUCATION**

**Granite State College- BS in Education- June 2010**

**EXPERIENCE**

Nov. 2018- Current, TLC Family Resource Center, Claremont NH

**Administrative Assistant II**

**PRIMARY RESPONSIBILITIES:**

**Medicaid Billing Management**

- Accurately process Medicaid Billing for all programs monthly
- Coordinate with third party billing vendor for accurate submission
- Maintain access to and bill monthly on the on-line billing portals for all programs
- Coordinate with program directors processes for accurate data to bill

**Data Collection**

- Train on current and new technology that supports data collection.
  - Provide support to staff on creating forms and pulling data using the agency's chosen software platform.
  - Reviews monthly Medicaid Number report for missing numbers, researches and adds individual client Medicaid numbers from Medicaid databases to maintain 90% or better completion of health insurance data in Apricot
  - Research and compile data for grant reports, annual reports, and other documentation as requested
  - Assist with the development and implementation of improved data collection and reporting processes
- Program Coordination**

- Maintains inventory of acquired equipment and furnishings, coordinating with HR for accurate inventory of computers and AP for accurate inventory of purchased equipment/furnishings.
- Performs a monthly inventory of purchased gift cards on hand and compares with distribution log to ensure completeness and accuracy of the log and current card inventory.
- Assist with coordination of agency events as requested

**Meetings/Training/Supervision**

- Participates in trainings with staff to learn about programs
- Participates in trainings on various tools that will support job tasks
- Participates in required team trainings for professional development
- Participates in supervision and self-evaluation

**SUPERVISORY RESPONSIBILITIES: None REQUIRED SKILLS/EXPERIENCE**

- 5+ years administrative or office management experience
- Strong written and verbal communication skills
- Ability to prioritize tasks and meet deadlines
- High level of proficiency with various computer programs such as MS Office Suite and Office365
- Commitment to learning new things and double-checking work for accuracy
- Ability to maintain confidentiality and practice healthy boundaries with staff and visitors
- Work independently while being an exceptional team member
- Sense of humor and willingness to work with teams
- Values and embraces diversity

May 2017- Nov. 2018, Bayada Hospice, Brattleboro VT

**Client Services Manager**

**PRIMARY RESPONSIBILITIES:**

Knowledgeably and successfully handle incoming service inquiries, and enter all inquiries in computer referral tracking screen.

Clearly establish the service agreement with clients and payers, billing arrangements, obtain insurance confirmation, and authorization from third party payers.

Follow up on all employee assignments immediately after services have begun, and on an ongoing basis, to ensure continuing satisfaction of clients, their families, and employees.

Answer all client questions or concerns, related to service, scheduling, billing, etc.

Accurately process field employee payroll each week.

Complete regular field staff performance evaluations, jointly with the Clinical Manager.

August 2011- June 2016, Springfield Learning Garden Child Care Center, Springfield VT

**Child Care Services Manager/Director**

**PRIMARY RESPONSIBILITIES:**

Responsible for planning, implementing, and overseeing developmentally appropriate practice for Staff. Follow and enforce all state licensing regulations, parent handbook, as well as center policies and procedures.

Responsible for Staff schedules, training reviews, IPDP, performance reviews, enrolling new children, family schedules, handling complaints and concerns from staff and parents, Hold monthly staff meetings, reviews children's files and keep them current, and family to school communication.

Families subsidy, co-pays, and private pay financial record keeping.

*Erin Nicole Angley-Cohen, MSW, LICSW*



**Objective** To work in a therapeutic setting providing support, advocacy, crisis intervention, and community outreach for at risk individuals, children and families.

**Qualifications**

Excellent with children with special needs, specifically Autism and Pervasive Developmental Disorders  
Solid background working with children and families  
Effective verbal and written communication skills  
Excellent computer and analytical skills  
Familiar with Applied Behavioral Analysis and Total Communication  
Background in early childhood development

**Special Interests/Achievements**

Licensed Clinical Social Worker-VT and NH  
Foster Care Training in both New Hampshire and Vermont  
Completion of Positive Approaches to Solving Behavior Challenges (3 Day Seminar offered by the Institute of Applied Behavioral Analysis)  
Child abuse And Exploitation Investigative Techniques, September 2000  
Habitat for Humanity, John's Island, SC 2001  
Completed Covered Bridges Half Marathon 2008; 2009; 2011; 2012; 2016; 2017; 2018  
Upper Valley Community Band (Board Member 2007-2009)  
Past Volunteer Coach for Girls on the Run (VT and NH)  
Coach for Finding our Stride  
Founding member-Lake Sunapee Area Flute Choir  
Approved Social Work supervisor for candidates for licensure

**Professional Experience Highlights**

*Clinical Supervisor*; TLC Family Resource Center, Claremont NH  
May 2022-Present.

- Provide clinical supervision to home visiting staff
- Oversee newly created therapeutic program for pregnant women and children birth-age 7
- Supervise Healthy Families America Program
- Provide therapeutic intervention for a small caseload to include Child Parent Psychotherapy and Trauma Focused Cognitive Behavioral Therapy

*Clinical Social Worker*; Newport Health Center, Newport, NH  
March 2017-October 2022

- Provide support and resource assistance to patients in a rural health clinic
- Ensure compliance with the Sullivan County Grant
- Increase community awareness on health related issues especially mental health and addiction
- Improve collaboration with outside agencies including local mental health programs; addiction resources; school districts; community action programs, etc.

*Clinical Social Worker*, Birthing Pavilion/Intensive Care Nursery; Pediatric Cystic Fibrosis Program, Dartmouth Hitchcock Medical Center, Lebanon, NH

June 2011-April 2017

- Meet with at-risk mothers after delivery to assess for safety and post partum depression
- Help families cope with long term stays in the intensive care nursery
- Provide information and support to families with babies who are experiencing Neonatal Abstinence Syndrome
- Assist families with children diagnosed with Cystic Fibrosis with coping and navigating the system in order to provide for their children
- Assist with discharge planning of patients
- Provide emotional support and guidance for patients in an in-patient hospital setting

*School-Based Clinician*, Health Care and Rehabilitation Services of Southeastern Vermont, Hartford, VT

April 2007-June 2011

- Provide individual therapy to high school students
- Attend IEP and team meetings as necessary
- Create individual treatment plans and psychosocial assessments

*Clinical Case Manager/Behavioral Specialist*, Easter Seals of New Hampshire, Manchester NH

November 2001 – June 2005; November 2005-April 2007

- Manage a caseload of 10-12 children with Pervasive Developmental Disorders in a therapeutic residential treatment facility
- Develop treatment plans and complete psychosocial assessments with a team approach based on each individual's strengths
- Handle on-call crisis intervention
- Supervise unit staff
- Ensure treatment goals are carried out by entire treatment team
- Maintain training in Therapeutic Crisis Intervention
- Provided in-home early intervention therapy to a child under three with Autism

*Acting Director*, Cradle & Crayon Child Development Center, Hanover, NH

April 2001 – October 2001

- Manage the duties of a Child Development Center
- Supervise a staff of 25 teachers
- Ensure curriculum planning is implemented in all classrooms

*Child Protective Service Worker*, State of New Hampshire Division of Children, Youth and Families, Claremont, NH

September 1999 – April 2001

- Investigate and assess reports of child abuse and/or neglect
- Court involvement as necessary
- Strengthened partnerships with community agencies and police departments

*Agro-Forestry Extension Agent*, Peace Corps, Mauritania, West Africa

July 1998 – April 1999

- Follow the Mission of the Peace Corps
- Explore and implement the environmental needs of a West African Village

## Education

Masters of Social Work, University of New Hampshire-Manchester, NH, 2006

Bachelor of Arts in Psychology, Centenary College-Hackettstown, NJ, 1993

*References furnished upon request*

# RENE COUITT

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## EXPERIENCE

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2007-Present TLC Family Resource Center Claremont, NH

*Intake and Direct Services Coordinator*

- Manage and respond to all referrals received by the agency.
- Collect, manage and report on agency data, documentation & statistics.
- Provide supervision and support to parent educators.

1999-2007 Good Beginnings of Sullivan County Claremont, NH

*Parent Educator/Assistant Program Director*

- Case Manager and Parent Educator for 50 families annually.
- Program management in absence of Executive Director.

1997-1999 Spurwink School Newport, NH

*Family Worker*

- Devise and implement treatment plans & goals for students & families.
- Provide therapeutic intervention for children and families.
- Coordinate services for children with schools and community agencies.

1995-1997 Valley Regional Hospital Claremont, NH

*Case Manager*

- Conduct assessments and plan treatment goals for at-risk adolescents.
- Provide home visits including crisis management as needed.
- Participate in inter-agency collaboration with DCYF and mental health providers

Evidence Based Programs Training

- Kinship Navigator Certification 2020
- Protective Factors Survey 2020
- Circle of Security 1/24/209
- Healthy Families America 4/4/2012
- Motivational Interviewing 2012

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## EDUCATION

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1989-1983 Quinnipiac College New Haven, CT

- B.A., Psychology.
- Graduated Cum Laude.

## **Karen W. Jameson, M.Ed, RN**

### **Education:**

NH M.Ed/ in Health Education, May 2009, Plymouth State University

NH Associate degree in nursing, May 2001, New Hampshire Community Technical College, Claremont,

Bachelor of Science in Animal, Veterinary and Aquatic Science, May 1991, University of Maine,

Orono, ME

### **Professional Experience:**

#### **TLC Family Resource Center, Claremont, NH 03743**

(9/02- present)

*NH Licensed Registered Nurse and Lactation Counselor:* Function as a member of a dynamic team providing comprehensive health and parenting support to pregnant women, children and families. Provides health education and encouragement to ensure the best possible outcomes for infant and mother. Network with other social service agencies.

#### **Valley Regional Hospital, Claremont, NH 03743**

(6/01-12/02)

*Registered Nurse:* Assessed, diagnosed, planned, implemented and evaluated health care strategies for patients in a fast-paced medical and surgical unit.

#### **Planned Parenthood of Northern New England, West Lebanon, NH 03784**

(9/94-5/03)

*Health care Assistant/ Registered Nurse:* Performed a variety of medical, clerical, and administrative functions in a busy health care facility. Responsible for client safety, education and advocacy.

#### **Dartmouth College, Biology Department, Hanover, NH 03755**

(1/93-1/94)

*Laboratory technician:* Directly responsible for the efficient operation of a cell biology research lab. Supervised and trained several undergraduate students, ordered and inventoried supplies, performed various scientific assays. Assisted in grant application process.

### **Professional Training:**

**Healthy Families America:** Healthy Families America (HFA) is one of the leading family support and evidence-based home visiting programs in the United States.

**Growing Great Kids :** An evidence informed curricula used in HFA. The goal is to help strengthen families and assure optimal child development.

**Circle of Security:** Focused on helping caregivers reflect upon children's attachment needs in order to promote secure attachment with a child.

**Helping Women Recover:** A group for adult women with addictive disorders and a trauma history (eg: abuse, domestic violence, community violence, etc.)

**Motivational Interviewing:** A directive, client-centered counseling style for eliciting behavior change by helping clients to explore and resolve ambivalence.

**ASHLEY**

**Prior**



To continue working with children and families that allows me to serve my community and help others

**WORK EXPERIENCE**

**Family  
Support  
Specialist**

**TLC Family Resource Center- Claremont, NH**  
June 2020 to Present

Providing parents enrolled in Family Support with parenting education and resources, case management and referrals.

**Center Director**

**Suzy's Little Peanuts Day School LLC -**  
Ascutney, VT July 2019 to Present

Supervising daily functions of medium sized childcare and preschool program including clerical and administrative work, staff management and collaboration with area service providers and community members.

**Lead Preschool  
Teacher**

**Suzy's Little Peanuts Day School - Springfield,**  
VT June 2014 to Present

Responsibilities Planning and teaching curriculum focused on kindergarten readiness and social skills. I held the VT ECE license for the act 166 public pre-k for our program.

**Program Director**

**Kidsview Academy Preschool & Daycare - Claremont,**  
NH July 2010 to May 2014

Responsibilities Running the daily operations of a large childcare center licensed to care for 122 children ages 6 months to 12 years.

**Substitute  
Teacher**

After School Program Teacher - Rockingham,  
VT  
October 2009 to April  
2010

Responsible for filling in for teachers in their absence for grades k - 5 Responsible for creating and carrying out activities with children in an after school setting

**EDUCATION**

**Bachelor's of Science in Sociology and Elementary  
Education**

Keene State College  
August 2006 to May  
2009

**Teacher Preparation**

River Valley Community  
College August 2004 to May  
2006

Microsoft  
Word

**AWARDS**

**Highly Qualified Teacher Status**

January 2016

**CERTIFICATIONS AND LICENSES**

**Vermont Educator's License**

Endorsements : (k-6) Elementary Education, Early Childhood Education birth - grade 3

**Volunteer Advocate for Special Education**

## Suzette de Nobriga



### Skills

Skills acquired as a Family Service Coordinator include performing assessments, communication, time management, planning, coordination, listening, decision-making, problem-solving, flexibility, organizational, autonomy, professional judgment, dependability, and conflict resolution.

Skills acquired as a Residential Specialist include treatment planning, crisis intervention, health and medical supervision, counseling skills, limit setting, and reinforcement of daily routine.

Skills acquired as a server include learning to work as team player, customer-awareness/attentiveness, verbal communication/persuasion, time management/prioritization, multi-tasking, patience, physical stamina, speed, accuracy, detail-oriented, good memory, basic math, punctuality, appearance, and stress management.

### Experience

May 2016 - PRESENT

#### Pathways, Claremont, NH - *Family Service Coordinator*

- Communication: Facilitated meetings with families, guardians, clinical specialists and other support team members.
- Problem Solving skills: Conflict and problem resolution with result oriented teamwork strategies focused on individualized health and safety priorities.
- Time and Organizational skills: Detailed oriented and heavy caseload management.
- Accomplishments: Nominated each year for yearly employee award. Assisted many individuals and families in utilizing all of their resources to acquire the very best quality of care for their specific support needs.

October, 2007 - November, 2015

#### Health Care and Rehabilitation Services, Woodstock, VT - *Residential Specialist II*

- Modeled appropriate attitudes and behavior, particularly a positive outlook, emotional stability, insight, and compassion.
- Participated in the development and implementation of the scheduling of daily activities and therapeutic services and intervention to residents.
- Provided support in the development of independent living skills, (i.e., shopping, nutrition, cooking, cleaning, etc.), self-care skills, emotional regulation, and interpersonal functioning.
- Accomplishments: Won quarterly employee awards and cause for applause recognitions for creativity, teamwork and integrity. Managed increased supervisory responsibilities in my position.

June 1999 - November 2015

#### Woodstock Inn & Resort, Woodstock, VT - *Main Dining Room Coordinator, Hostess & Server*

- Maintained a high level of customer service as a server in a fine dining facility as well as in other areas of the Food and Beverage department.

- Coordinated dining reservations for smaller guests' parties as well as for larger holiday events like Mother's Day Brunch, Thanksgiving and Christmas.
- Accomplishments: Meeting and exceeding guests' expectations and overall dining experience. Built lasting professional relationships with long time repeat guests

## **Education**

September 2011 - June 2013

**Johnson State College - *Bachelors of Arts***

Psychology

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# SABRINA MAYO

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## OBJECTIVE

Innovative educator with a strong track record of professionalism, friendly and cooperative family and community engagement, and positive upbeat personality. Dynamic classroom manager committed to creating an engaging, unique learning environment. Highly knowledgeable of curriculum design, lesson plan integration, and student development. Enthusiastic collaborator with all individuals including staff and families.

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## SKILLS

Develops lesson plans and instructs students with effective communication, imagination,

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## EXPERIENCE

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### **ASSOCIATE PRESCHOOL TEACHER/ WINDHAM LEARNING TREE ACADEMY** September 2021 to Present

Professionally and collaboratively worked with an average of 5 classroom teachers to create and maintain a developmentally appropriate and engaging environment to an average of 24 children a day between the ages of 2.6 and 4. Communicated and interacted with a total of 32 children's families in person and via the HiMama app. Uploaded multiple details of each child's day to the HiMama app including photos, diapering, moods, and developmental milestones as well as respond to messages from families. Implemented developmentally appropriate lesson plans across all domains. Prepped all curriculum for the year as well as completed multiple children's academic portfolios. Competently assessed children and completed progress reports based on assessments Led multiple parent teacher conferences to discuss children's progress reports

### **KICKBOXING INSTRUCTOR/ CKO KICKBOXING LONDONDERRY NH** June 2022 to present

Enthusiastically leads an hour session of cardio kickboxing to a group as large as 42 adults. Maintains a high energy and engaging environment for the duration of class. Develops new class outlines. Instructs a "kid" boxing program and creates cardio kickboxing classes for children ages 6-12. Utilizes technology to access high energy music. Speaks clearly and confidently through a microphone.

### **LEAD PRESCHOOL TEACHER/COUNTRY CLUB FOR KIDS** June 2018 to August 2021

Delivered creative and interactive daily activities of weekly themes to an average of 12 children between the ages of 3 and 4. Engaged children through play based developmentally appropriate learning in the form of centers throughout the classroom. Utilized classroom tablets to create monthly newsletters and to communicate with parents. Worked collaboratively with co-teachers to complete student assessments and observations; helping to establish outside services and support for multiple students with learning difficulties.

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organization, patience, and friendly  
attitude.

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**LEAD TODDLER TEACHER/ ALPHA-BITS LEARNING CENTER**

**October 2017 to May 2018**

Created a positive and nurturing environment while delivering developmentally appropriate activities to an average of 15 toddlers between 12 and 18 months of age. Communicated with parents and guardians competently at pick-up and drop-off times and via front office staff when needed. Professionally and collaboratively worked with two assistant teachers in the classroom.

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**EDUCATION/BACHELOR OF SCIENCE HDFS/MAY 2017**

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University of New Hampshire

Completed all requirements for the HDFS Preschool through 3<sup>rd</sup> grade Bachelor program. Completed requirements for a minor in education.

GPA: 3.74/4.0 Magna Cum Laude

Up to date CPR and First Aid Certification.

Possesses a state of NH child care employment eligibility card.

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**VOLUNTEER EXPERIENCE OR LEADERSHIP**

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**CHALLENGER'S CAMP JUNIOR & SENIOR COUNSELOR 8/2008-8/2017 RAYMOND BAPTIST  
CHURCH SUNDAY SCHOOL TEACHER 9/2014-6/2017**

# Naomi Frisch

## EDUCATION

**Gordon College** | Wenham, MA

Expected Graduation: May 2023

*Social Welfare Major*

- Cumulative GPA: 3.65
- Relevant Courses: Intro to Social Work/Welfare; Human Behavior and the Social Environment; Person in a Psychological Context; Helping Theories: Individuals and Families; Intro to Sociology; Psychological Disorders; Trauma and Treatment; Psychology of Youth, Media, and Health; Power, Prestige, and Poverty; Diversity in US Populations; Developmental Disabilities; Social Policy; Helping Theories: Groups, Organizations and Communities

## RELEVANT EXPERIENCE

**SeniorCare Inc.** | Gloucester, MA

*Intern* January – April 2023 • Supported older adults to improve quality of life and reduce isolation by assisting the facilitation of Virtual Reality groups, managing paperwork, and helping with Meals on Wheels program

**Easterseals** | Springfield, VT

*Family Engagement Assistant* June - August 2022 • Collaborated with engagement specialists to engage with families involved with the Department of Children and Families by facilitating meetings, supporting parents and children, and providing transportation

**Gordon College** | Wenham, MA

*Community Tutor* February - May 2022; August – November 2022 • Partnered with a team to create a safe space for 20 children ranging in ages 7 to 12 by managing a small group of children, helping with homework and monitoring during indoor and outdoor play

*Local Outreach Club Member* February - May 2021 • Available to aid in community outreach projects such as yard work and encouraging phone calls to connect the Gordon College community with the surrounding areas

**Claremont Soup Kitchen** | Claremont, NH *Summer Cook* June - August 2018, 2019, 2020 • Managed and organized paperwork in order to allow the program to run smoothly and to maintain funding

- Worked with a team to prepare food and deliver meals to provide for the children within the community

## OTHER EXPERIENCE

**Mr. And Mrs. Foster** | Springfield, VT May - August 2021 *Nanny*

- Managed the care of four children

**Physical Plant** | Wenham, MA November 2020 - March 2021 *Custodian*

- Worked with a team to clean campus buildings to maintain the orderly appearance of the college

# Sarah E. Breisch

## Education

- B. A. Literature, 2004

## Experience

January 2018 to November 2018, April 2019 to Present

### **Family Support Specialist, TLC Family Resource Center**

- Prenatal Education and Support, Parenting Support and Education, Case Management and Care Coordination, Referral Services and connection to area resources, Concrete supports for Families, and Family Advocacy offered through the Comprehensive Family Support Home Visiting Program.
- Facilitate supervised visits between parents and children with active DCYF involvement. Assist parents with meeting court-ordered goals through the Child Health Support/Parent Aid Program. Provide CPSWs with monthly progress reports and attend Court Hearings to provide information about the client's progress.
- Continue to offer all supports to families virtually or by phone as circumstances dictate.
- Sustain visit notes and other supporting documentation on all client-related activity on an online database.
- Completed Training in Growing Great Kids curriculum, Protective Factors, HIPPA standards
- Regularly participate in trainings related to working with young children, families in crisis, mental health and substance use issues
- Participated in No Drama Discipline Parent Café Pilot Program
- Co-authored Facilitator's Packet and Handout Packet for No Drama Discipline Parent Café
- Facilitate 12-session No Drama Discipline Parent Café for client group and company-offered employee group

July 2017 to January 2018

### **Kitchen Production Staff, Logistics and Order Fulfillment, Blake Hill Artisan Preserves**

September 2009 to June 2017

### **Teacher, New England Classical Academy, 18 Central St. Claremont, NH 03743**

September 2005- June 2009

**Instructor, Mother of Divine Grace School, 407 Bryant Circle, Suite B1, Ojai, CA, 93023**

-Michelle Parker



**Professional Summary:**

Years of experience navigating children, adults and families through a variety of economic, behavioral, physical and mental health challenges with an emphasis on individualized treatment options and strength-based solutions.

**Skills:**

- Strength based approach
- Cultural competency
- Excellent verbal and written communication skills
- Ability to write clear and accurate reports in a timely manner
- Knowledge of motivational interviewing techniques
- Ability to identify problems, determine accuracy and relevance of information, use sound judgment to generate and evaluate alternatives and make recommendations
- Ability to display high standards of ethical conduct
- Ability to manage one's own time and the time of others

**Professional Experience:**

04.2022-current

Self-employed **Independent Contractor**

- Perform Comprehensive Assessment for Treatment (CAT) in the state of New Hampshire utilizing a trauma-informed, person-centered approach
- Interview referred youth, their family members and permanency team members to make recommendations for level of care and related clinically appropriate services
- Review all referral information and supporting documentation
- Identify and obtain required Release of Information from parent(s) or legal guardian in accordance with contract requirements and State regulations
- Schedule and conduct clinical interviews
- Complete Child and Adolescent Needs and Strengths Assessment (CANS)
- Complete assessment report, applying clinical decision-making model to make clinical recommendations for level of care and services

2020-2022

Orion House **Residential Treatment Coordinator**

- Collaborate with youths to develop strength-based treatment plans and assure that all clinical services are delivered to children and families as indicated
- Develop and execute transition/discharge plans and assure that all clinical services are delivered to children and families as indicated

- Complete comprehensive 30-day Biopsychosocial Assessment (to include: CANS, ACE, SNAP, Casey Life Skills, etc.)
- Facilitate 30-day treatment team meetings, quarterly treatment team meetings and transitional planning meetings
- Provide stakeholders with ongoing updates with regards to presence and progress in treatment

2017-2020

Dartmouth Hitchcock Hospital Health Coach/Educator

- Supporting children and their families by using a variety of tactics to help them better understand a process, procedure, or other element of their medical experience
- Developing age-appropriate strategies to minimize trauma and increase understanding of a medical diagnosis through treatments plans using play, education, preparation, and activities that promote growth and development
- Advocating for the special needs of children and their families
- Helping children and their families process and cope with medical situations
- Providing information, support, and guidance to children, parents and family members
- Collaborating with the health care team to coordinate and manage care

2015-2017

Health Fitness Corporate Fitness Center, Program Manager

- Oversee day to day operation of Fitness, Health and Wellness Center
- Program development and monitoring outcomes
- Develop, organize and execute health promotion campaigns in the workplace
- Build and maintain solid relationships with employees and stakeholders
- Achieve short and long-term goals in accordance with strategic business plan

2011-2015

Medifit Corporate Fitness Center, Program Manager

- Oversee day to day operation of Fitness, Health and Wellness Center
- Daily supervision of staff
- Coordinate the on-boarding process for all new employees
- Coordinate and schedule training classes
- Create standard and specialized training based on organizational and job needs
- Developing, organizing and executing health promotion campaigns in the workplace
- Build and maintain solid relationships with employees and stakeholders
- Achieve short and long-term goals in accordance with strategic business plan

2003-2007

Massachusetts Department of Public Health Childhood Lead Poisoning Prevention Program, Social Worker III

- Provide case management services to families
- Assess the needs of families whose children are affected by lead paint
- Conduct comprehensive family assessments
- Co-facilitate monthly case reviews
- Assist families in solving legal, family, social, and behavioral problems
- Maintain case records

**2000-2003**

**Massachusetts Office of Child Care Services, Residential Child Care Licensor**

- Enforce licensing standards
- Conduct investigations and licensing studies
- Implement regulatory enforcement procedures with licensed facilities
- Providing technical assistance concerning compliance activities

**1995-2000**

**Massachusetts Department of Child and Families, Assessment Social Worker**

- Assessed, evaluated, conducted initial and ongoing case management of children/family services, and needs.
- Developed, reviewed, updated and ensured implementation of strength-based service plans for each child in care or custody including risk assessment, safety plans and goals.
- Completed all documentation in accordance with agency and regulatory requirements.
- Attended home and foster care visits; transport children to health, social services or other agency-related appointments as required.
- Empowered families to make stable commitments to children by providing counseling and coordinating visits with biological parents and/or guardians and other relatives; developed helping relationship with families to ensure needed supports and services were provided.

**Education & Certifications:**

BA Sociology, Framingham State University

## TLC Family Resource Center

Key Personnel  
FY25

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Alysse Lizotte	Family and Youth Program Director	74,318	0	0
Crystal Simpson	Administrative Assistant	39,437	0	0
Erin Angley-Cohen	Clinical Supervisor	69,506	29	19,859
Rene Couitt	Family and Youth Program Assistant Director	71,074	50	35,537
Karen Jameson	Registered Nurse	67,184	30	19,760
Ashley Prior	Family Support Specialist	48,173	100	48,173
Suzette DeNobriga	Family Support Specialist	51,854	100	51,854
Sabrina Mayo	Family Support Specialist	46,675	100	46,675
Naomi Frisch	Family Support Specialist	46,675	50	23,338
Sarah Breisch	Family Support Specialist	42,879	29	12,251
Michelle Parker	Family Support Specialist	53,934	50	26,967

## FY26

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Alysse Lizotte	Family and Youth Program Director	75,795	0	0
Crystal Simpson	Administrative Assistant	40,232	0	0
Erin Angley-Cohen	Clinical Supervisor	70,899	29	20,254
Rene Couitt	Family and Youth Program Assistant Director	72,488	50	36,244
Karen Jameson	Registered Nurse	63,224	29	18,595
Ashley Prior	Family Support Specialist	49,130	100	49,130
Suzette DeNobriga	Family Support Specialist	52,894	100	52,894
Sabrina Mayo	Family Support Specialist	47,611	100	47,611
Naomi Frisch	Family Support Specialist	47,611	50	23,806
Sarah Breisch	Family Support Specialist	43,735	29	12,496
Michelle Parker	Family Support Specialist	55,016	50	27,508

## FY25-FY26 Combined

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Alysse Lizotte	Family and Youth Program Director	150,114	0	0
Crystal Simpson	Administrative Assistant	79,669	0	0
Erin Angley-Cohen	Clinical Supervisor	140,395	29	40,113
Rene Couitt	Family and Youth Program Assistant Director	143,562	50	71,781
Karen Jameson	Registered Nurse	130,408	29	38,355
Ashley Prior	Family Support Specialist	97,302	100	97,302
Suzette DeNobriga	Family Support Specialist	104,749	100	104,749
Sabrina Mayo	Family Support Specialist	94,286	100	94,286
Naomi Frisch	Family Support Specialist	94,286	50	47,143
Sarah Breisch	Family Support Specialist	86,614	29	24,747
Michelle Parker	Family Support Specialist	108,950	50	54,475

5A mac



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY**

Lori A. Silbinaette  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION:

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

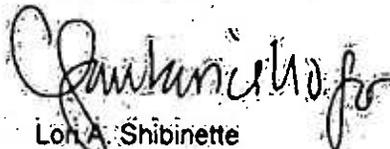
Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating;
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shabinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and TLC Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director;
2. Modify Exhibit B, Scope of Services, Section 1.5, Staffing, Subsection 1.5.8, Paragraph 1.5.8.6, to read:  
1.5.8.6. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
  - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

TLC Family Resource Center

8/22/2022

Date

*Stephanie Slayton*

Name: Stephanie Slayton

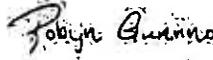
Title: Executive Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/29/2022

Date



Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name

Title

21  
manLori A. Shilbette  
CommissionerChristine L. Santandello  
Director

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF ECONOMIC & HOUSING STABILITY**

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
FAX: 603-271-4230 TDD Access: 1-800-735-2964 www.dbha.nh.gov

June 26, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,658,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,158,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,280

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 Page 2 of 3

The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

**EXPLANATION**

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

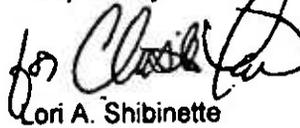
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



**New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Scoring Sheet**

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>LRCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint - Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

03-095-042-421010-29640000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN  
SVCS DEPT OF. IHHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

100% Federal, CCDA #23,645, Title IV-B

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-1002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**NAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORLIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORLIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #93.556, Promoting Safe and Stable Families

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

**HOMIE HEALTHCARE HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

**TLC FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

**TLC FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421010-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBC

100% Federal Funds, CPDA #03,647, Title XX Grant

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-H002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.80

03-895-845-450010-41270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

100% Federal Funds, CPDA 93.558, Federal Funds from U.S. Department of Health and Human Services, Temporary Assistance for Needy Families; FAIN 12NHTANF

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,451.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (FKA/ Family First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

**05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS  
 008% Federal Funds, CFDA 93.558, Federal Funds from US Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN 12NITANF**

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-D002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SGF SERVICES	42105874	\$29,065.97
<b>Total:</b>				<b>\$116,263.88</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SGF SERVICES	42105874	\$30,000.52
<b>Total:</b>				<b>\$120,002.08</b>
<b>Sub-Total:</b>				<b>\$1,600,000.00</b>

**05-095-090-002018-51908000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF (THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH) 100% Federal Funds, CEFA #22,224, Federal Funds from JIRSA**

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
<b>Total:</b>				<b>\$21,576.00</b>

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
<b>Total:</b>				<b>\$25,949.20</b>

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
<b>Total:</b>				<b>\$23,216.00</b>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-8004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
<b>Total:</b>				<b>\$12,182.56</b>

**GREATER SEACOAST COMMUNITY HEALTH (F/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
<b>Total:</b>				<b>\$25,944.00</b>

**FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170615-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
Total:				\$30,556.24

**HOME HEALTHCARE, HOSPICE, AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,376.00
Total:				\$18,504.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
Total:				\$25,728.00

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
Total:				\$29,036.00

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
Total:				\$14,768.00
Sub-Total:				\$745,564.00

**05-095-042-421010-19340000-445-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Fund**

**WAYPOINT (F/R/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
Total:				\$173,152.00

**WAYPOINT (F/R/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
Total:				\$36,876.00

**WAYPOINT (F/R/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
Total:				\$204,000.00

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 136114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 134783-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$204,000.00

**JLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500771	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500771	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500771	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500771	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IHHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,654,610.00	\$229,999.00

Subject: Comprehensive Family Support Services RFP-2021-DEHS-02-COMPR-08

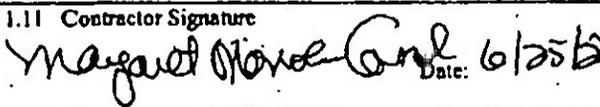
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> TLC Family Resource Center		<b>1.4 Contractor Address</b> P.O. Box 1098 109 Pleasant Street Claremont NH 03743	
<b>1.5 Contractor Phone Number</b> (603) 542-1848	<b>1.6 Account Number</b> 05-095-421010- 29680000-102-500734; 05-095-042-421010- 29730000-102-500734; 05-095-042-421010- 20660000-102-500734; 05-095-045-450010- 61270000-102-500731; 05-095-045-450010- 61460000-502-500891; 05-095-090-902010- 51900000-102-500731; 05-095-042-421010- 29580000-645-504004	<b>1.7 Completion Date</b> June 30, 2024	<b>1.8 Price Limitation</b> \$1,247,696
<b>1.9 Contracting Officer for State Agency</b> Nathan D. White, Director		<b>1.10 State Agency Telephone Number</b> (603) 271-9631	
<b>1.11 Contractor Signature</b>  Date: 6/25/20		<b>1.12 Name and Title of Contractor Signatory</b> Margaret Monroe-Cassol Executive Director	
<b>1.13 State Agency Signature</b>  Date: 6/29/20		<b>1.14 Name and Title of State Agency Signatory</b> Christine Tapan, Associate Assistant Commissioner	
<b>1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b>			

Contractor Initials MMC  
 Date 6/25/20

By:	Director, On:
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>	
By: <i>/s/Christen Lavers</i>	On: 6/29/20
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>	
G&C Item number:	G&C Meeting Date:

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulac, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials MW  
Date 10/27/20

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT A**



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.3. Paragraph 12, Assignment/Delegation/Subcontracts; is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

*One*  
Date: *6/25/20*

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor shall provide services to pregnant and parenting women and other families with children up to twenty-one (21) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy.

1.1.1.1.2. Health and nutrition.

1.1.1.1.3. Education and employment.

1.1.1.1.4. Parenting challenges.

1.1.1.1.5. Social isolation.

1.1.1.1.6. Substance use disorders.

1.1.1.1.7. Mental health events.

1.1.1.1.8. Child abuse and neglect.

1.1.1.1.9. Substance exposed infants.

1.1.1.2. At risk for child abuse and neglect; and

1.1.1.3. Perinatal families of substance exposed infants.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor shall provide services at 109 Pleasant Street, Claremont, NH and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Claremont District Office Catchment Area.

1.1.3. The Contractor shall provide voluntary Comprehensive Family Support Services.

1.1.4. For the purposes of this agreement, all references to days shall mean business days.

1.1.5. For the purposes of this Agreement, all references to business hours shall mean Monday through Friday from 8:00 AM to 5:00 PM, excluding state and federal holidays.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

- 1.1.6. The Contractor shall maintain their FRC-Q designation throughout the contract period.
- 1.1.7. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.8. The Contractor shall attend quarterly meetings for Comprehensive Family Support Services (CFSS), as scheduled by the Department.
- 1.1.9. The Contractor shall provide CFSS utilizing the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods, as determined to be convenient for clients and families, which include, but are not limited to:
  - 1.1.9.1. Home visiting services.
  - 1.1.9.2. Workshops.
  - 1.1.9.3. Support groups.
  - 1.1.9.4. Utilizing the Strengthening Families Framework.
  - 1.1.9.5. Addressing protective factors.
- 1.1.10. The Contractor shall provide services designed to prevent child maltreatment, neglect and Juvenile Justice Involvement by ensuring:
  - 1.1.10.1. Services are trauma informed.
  - 1.1.10.2. Parenting education and family support is available through a variety of evidence-based curriculums; and
  - 1.1.10.3. Age appropriate education is available utilizing Bright Futures-Guidelines for Health Supervision of Infants, Children and Adolescents.
- 1.1.11. The Contractor shall provide and connect families to services that include but are not limited to:
  - 1.1.11.1. Healthcare, including dental.
  - 1.1.11.2. Child care programs.
  - 1.1.11.3. Women, Infants and Children Nutrition Program (WIC)
  - 1.1.11.4. Domestic violence services.
  - 1.1.11.5. Local and State human service agencies.
  - 1.1.11.6. Employment.
  - 1.1.11.7. Transportation.
  - 1.1.11.8. Substance Use Disorder services.

*[Handwritten Signature]*  
6/25/24

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



EXHIBIT B

- 1.1.11.9. Sexual health curriculum for teens.
- 1.1.11.10. LGBTQIA support program for teens and their allies and families.
- 1.1.12. The Contractor shall provide CFSS that support parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children.
- 1.1.13. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families on a continuum of three stages:
  - 1.1.13.1. Prevention;
  - 1.1.13.2. Early intervention; and
  - 1.1.13.3. Crisis.
- 1.1.14. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
  - 1.1.14.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.14.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.14.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.14.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.14.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.14.6. Family history of domestic violence.
  - 1.1.14.7. Child's insecure attachment in early years.
  - 1.1.14.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.1.14.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.1.14.10. Having more than one (1) child under the age of three (3) years.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

- 1.1.14.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.1.14.12. Home conditions presenting a health and/or safety risk to family members.
- 1.1.14.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
- 1.1.14.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.14.15. Families impacted by traumatic events.
- 1.1.14.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.15. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure service activities include, but are not limited to:
  - 1.1.15.1. Evidence-based practices, where available.
  - 1.1.15.2. Education and direct services that support parent and child wellbeing.
  - 1.1.15.3. Case management.
  - 1.1.15.4. Access to a broad array of resources and referrals that respond to a family's needs.
- 1.1.16. The Contractor shall utilize marketing strategies to increase presence of CFSS in the community, including but not limited to:
  - 1.1.16.1. Connecting with local hospitals, community health centers, obstetrics and pediatric departments and other family resource centers.
  - 1.1.16.2. Collaborating with the Rocking Chair Project to provide new mothers with a donated glider and ottoman chair to have a comfortable place to bond with their infants.
  - 1.1.16.3. Attending local community partnership meetings, public health council meetings and Integrated Delivery Network meetings.
  - 1.1.16.4. Collaborating with community partners, including those in nearby bordering Vermont, for outreach, referrals and awareness.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

- 1.1.16.5. Producing and distributing Family Resource Center-branded brochures.
- 1.1.16.6. Disseminating information at community events.
- 1.1.16.7. Speaking engagements.

1.1.17. The Contractor shall ensure services are available during times that are convenient for families, including during hours that accommodate families who may have non-traditional schedules or hours.

**1.2. Assessments and Referrals**

1.2.1. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care, or assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers.

1.2.2. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:

- 1.2.2.1. Identify risk factors;
- 1.2.2.2. Determine appropriate CFSS; and
- 1.2.2.3. Provide appropriate CFSS.

1.2.3. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:

- 1.2.3.1. Parent education and support, including, but not limited to Growing Great Kids (GGK).
- 1.2.3.2. Family mentoring and advocacy.
- 1.2.3.3. Medical and health education.
- 1.2.3.4. Early childhood education.
- 1.2.3.5. Literacy education and support.
- 1.2.3.6. Life skills training.
- 1.2.3.7. Accessing community resources.

1.2.4. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:

- 1.2.4.1. Child Care Aware of New Hampshire.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

- 1.2.4.2. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
- 1.2.4.3. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
- 1.2.4.4. Family violence prevention agencies.
- 1.2.4.5. Mental health services.
- 1.2.4.6. Nutrition education and healthy foods.
- 1.2.4.7. Women, Infants and Children (WIC) Nutrition programs.
- 1.2.4.8. Adult education.
- 1.2.4.9. Literacy education.
- 1.2.4.10. Employment services.
- 1.2.4.11. Medicaid enrollment.
- 1.2.5. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.5.1. Distribute the "Learn the Signs, Act Early" materials;
  - 1.2.5.2. Report the number of families who received developmental screening education materials;
  - 1.2.5.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.5.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.3. Home Visiting Services**

- 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being responsive to their needs, and ensuring voluntary participation of the families served.
- 1.3.2. The Contractor shall provide home visiting services that include, but are not limited to:
  - 1.3.2.1. Working with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to develop vision for the future that includes, but is not limited to:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

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- 1.3.2.1.1. Planning future pregnancies.
- 1.3.2.1.2. Continuing education.
- 1.3.2.1.3. Finding and maintaining employment.
- 1.3.2.1.4. Increasing Protective Factors of the family.
- 1.3.2.1.5. Obtaining secure housing.
- 1.3.2.1.6. Accessing community services.
- 1.3.2.1.7. Accessing parental education on topics that include, but are not limited to:
  - 1.3.2.1.7.1. Child development.
  - 1.3.2.1.7.2. Child behavior.
  - 1.3.2.1.7.3. Child health.
  - 1.3.2.1.7.4. Coping and problem solving skills.
  - 1.3.2.1.7.5. Safety.
  - 1.3.2.1.7.6. Parenting skills.
- 1.3.3. The Contractor's home visitors shall conduct activities that include, but are not limited to:
  - 1.3.3.1. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
  - 1.3.3.2. Providing standardized smoking cessation education and referrals as needed.
  - 1.3.3.3. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
  - 1.3.3.4. Providing information that promotes parent-child attachments that mitigate child maltreatment.
  - 1.3.3.5. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:

New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 1.3.3.5.1. All women have access to formal, validated screening for prenatal and postpartum depression.
- 1.3.3.5.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
- 1.3.3.5.3. All participants are enrolled in primary care physician services.
- 1.3.3.5.4. Improvement in family health and functioning.
- 1.3.4. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.4.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.
  - 1.3.4.2. Circle of Security curriculum.
- 1.3.5. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.
- 1.3.6. The Contractor shall provide home visiting services to families in their homes, in the TLC Family Resource Center office, or in a community setting, depending upon the desires of the family.
- 1.4. **Workshops, Support Groups and Community Outreach**
  - 1.4.1. The Contractor shall ensure families have access to meetings by training the families how to utilize web-based meeting methods that include, but are not limited to:
    - 1.4.1.1. Zoom.
    - 1.4.1.2. DUO.
  - 1.4.2. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.
  - 1.4.3. The Contractor shall provide the following to families who do not have access to their own:
    - 1.4.3.1. Cell phones.
    - 1.4.3.2. Phone cards.

New Hampshire Department of Health and Human Services  
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EXHIBIT B

- 1.4.4. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.
- 1.4.5. The Contractor shall seek and maintain collaboration with the following partners, which include, but are not limited to:
  - 1.4.5.1. Fellow non-profit partners;
  - 1.4.5.2. Business community;
  - 1.4.5.3. Pathways;
  - 1.4.5.4. Child Care Aware;
  - 1.4.5.5. SUD treatment providers and;
  - 1.4.5.6. Schools, including Head Start.
- 1.4.6. The Contractor shall meet regularly with community partners to stay connected and ensure that agencies are fully aware of and current regarding services offered.

1.5. Staffing

- 1.5.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.
- 1.5.2. The Contract shall ensure staff who shall drive as part of their job duties maintain a valid driver's license.
- 1.5.3. The Contractor shall ensure staff are trained in:
  - 1.5.3.1. The principles of family support;
  - 1.5.3.2. Maternal and child health;
  - 1.5.3.3. The child welfare system with concentrations in service array;
  - 1.5.3.4. Working in multidisciplinary teams.
- 1.5.4. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:
  - 1.5.4.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.5.4.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.5.4.3. Effective home visiting and reporting practices.

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 1.5.5. The Contractor shall provide the following evidence-based trainings to staff, which include, but are not limited to:
  - 1.5.5.1. Circle of Security (CoS) Parenting Training;
  - 1.5.5.2. Child Parent Psychotherapy (CPP);
  - 1.5.5.3. Healthy Families America (HFA);
  - 1.5.5.4. Peer Recovery Coaching; and
  - 1.5.5.5. Motivational Interviewing.
- 1.5.6. The Contractor shall provide the evidence-informed trainings to staff, which include, but are not limited to:
  - 1.5.6.1. Growing Great Kids (GGK);
  - 1.5.6.2. Parenting in Recovery; and
  - 1.5.6.3. Miss Kendra.
- 1.5.7. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
- 1.5.8. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:
  - 1.5.8.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
  - 1.5.8.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
  - 1.5.8.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
  - 1.5.8.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
  - 1.5.8.5. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:
  - 1.5.8.6. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 1.5.8.7. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.5.9. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.5.10. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:
  - 1.5.10.1. Clinical updates.
  - 1.5.10.2. Program announcements.
  - 1.5.10.3. Changes, errors, and requests.
- 1.5.11. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
  - 1.5.11.1. After school programs.
  - 1.5.11.2. Collaboration with SAU, teachers and guidance departments.
- 1.5.12. The Contractor shall ensure staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.5.13. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.
- 1.6. **Relevant Laws, Policies and Guidelines**
  - 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
  - 1.6.2. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 3, 2008.
  - 1.6.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services

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**EXHIBIT B**

- during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.6.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
  - 1.6.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
  - 1.6.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
  - 1.6.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
    - 1.6.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
    - 1.6.7.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
    - 1.6.7.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
  - 1.6.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
  - 1.6.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
  - 1.6.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B**

- 1.6.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.6.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 1.6.13. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes.
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department no later than July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

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- 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month Ages and Stages Questionnaire ASQ was administered.
  - 3.3.8. Recheck.
  - 3.3.9. Referred
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to the client's PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the Family Service Record includes, but not be limited to:
  - 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

- 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.
- 4. Performance Measures**
- 4.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
  - 4.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
  - 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
  - 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
  - 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
    - 4.5.1. Increasing outreach to high-risk populations;
    - 4.5.2. Increasing the share of referred families who enroll in services;
    - 4.5.3. Increasing service completion dates; and
    - 4.5.4. Evaluating long-term program outcomes.
  - 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
  - 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 5.3.3.1. Brochures.
- 5.3.3.2. Resource directories.
- 5.3.3.3. Protocols or guidelines.
- 5.3.3.4. Posters.
- 5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

6.1. The Contractor shall keep records that include, but are not limited to:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B**

- 6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 6.1.4. Medical records on each patient/recipient of services.
- 6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37%, by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74%, by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23%, by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80%, by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds:
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.330.
  - 2.2. The Indirect Cost Rate of 8.9% applies in accordance with 2 CFR §200.414.
  - 2.3. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-4, Budget.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.

New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to BFA@dhhs.nh.gov, or invoices may be mailed to:  
Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.

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New Hampshire Department of Health and Human Services  
COMPREHENSIVE FAMILY SUPPORT SERVICES



EXHIBIT C

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- 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
  - 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
  - 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
  - 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
  - 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

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Exhibit C-1 Budget

New Hampshire Department of Health and Human Services  
 COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: TLC Family Resource Center

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR - (Claremont DO Catchment)

Budget Period: SFY 2021 (7/1/2020 TO 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 259,248.00	\$ -	\$ 259,248.00	\$ 42,153.00	\$ -	\$ 42,153.00	\$ 217,095.00	\$ -	\$ 217,095.00
2. Employee Benefits	\$ 51,850.00	\$ -	\$ 51,850.00	\$ 8,431.00	\$ -	\$ 8,431.00	\$ 43,419.00	\$ -	\$ 43,419.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 806.00	\$ -	\$ 806.00	\$ -	\$ -	\$ -	\$ 806.00	\$ -	\$ 806.00
Repair and Maintenance	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 1,400.00	\$ -	\$ 1,400.00
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
6. Travel	\$ 7,863.00	\$ -	\$ 7,863.00	\$ 2,863.00	\$ -	\$ 2,863.00	\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ -	\$ 22,100.00	\$ 22,100.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 13,100.00	\$ 13,100.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,856.00	\$ -	\$ 4,856.00
Telephone	\$ 4,856.00	\$ -	\$ 4,856.00	\$ -	\$ -	\$ -	\$ 4,856.00	\$ -	\$ 4,856.00
Postage	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00
Insurance	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 7,217.00	\$ -	\$ 7,217.00	\$ 2,628.00	\$ -	\$ 2,628.00	\$ 4,589.00	\$ -	\$ 4,589.00
10. Marketing/Communications	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
11. Staff Education and Training	\$ 5,559.00	\$ -	\$ 5,559.00	\$ -	\$ -	\$ -	\$ 5,559.00	\$ -	\$ 5,559.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other emergency funds for families	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 349,299.00	\$ 30,948.00	\$ 380,248.00	\$ 56,075.00	\$ 12,249.00	\$ 68,324.00	\$ 293,224.00	\$ 18,700.00	\$ 311,924.00

Indirect As A Percent of Direct

Contractor Initials: *unc*  
 Date: *6/25/20*

Exhibit C-2 Budget

New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS; Everything else will automatically populate.

Contractor name: TLC Family Resource Center

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-0EHC-02-COMPR (Claremont DO Catchment)

Budget Period: SFY 2022 (7/1/2021 TO 6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 264,458.00	\$ -	\$ 264,458.00	\$ 43,029.00	\$ -	\$ 43,029.00	\$ 221,429.00	\$ -	\$ 221,429.00
2. Employee Benefits	\$ 52,892.00	\$ -	\$ 52,892.00	\$ 8,606.00	\$ -	\$ 8,606.00	\$ 44,286.00	\$ -	\$ 44,286.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 806.00	\$ -	\$ 806.00	\$ 806.00	\$ -	\$ 806.00	\$ -	\$ -	\$ -
Repair and Maintenance	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
6. Travel	\$ 7,863.00	\$ -	\$ 7,863.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 5,863.00	\$ -	\$ 5,863.00
7. Occupancy	\$ -	\$ 22,100.00	\$ 22,100.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 13,100.00	\$ 13,100.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 4,856.00	\$ -	\$ 4,856.00	\$ -	\$ -	\$ -	\$ 4,856.00	\$ -	\$ 4,856.00
Postage	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00
Insurance	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 7,217.00	\$ -	\$ 7,217.00	\$ 4,443.00	\$ -	\$ 4,443.00	\$ 2,774.00	\$ -	\$ 2,774.00
10. Marketing/Communications	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 2,155.00	\$ -	\$ 2,155.00	\$ 1,845.00	\$ -	\$ 1,845.00
11. Staff Education and Training	\$ 5,671.00	\$ -	\$ 5,671.00	\$ -	\$ -	\$ -	\$ 5,671.00	\$ -	\$ 5,671.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: emergency funds for families	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 355,663.00	\$ 30,949.00	\$ 386,612.00	\$ 62,439.00	\$ 12,249.00	\$ 74,688.00	\$ 291,224.00	\$ 18,700.00	\$ 311,924.00

Indirect As A Percent of Direct 6.7%

Contractor Initials: *UME*  
Date: *6/21/22*

Exhibit C-3 Budget

New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: TLC Family Resource Center

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-82-COMPR (Clairement OO Carcment)

Budget Period: SFY 2023 (7/1/2022 TO 6/30/23)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 269,651.00	\$ -	\$ 269,651.00	\$ 21,842.00	\$ -	\$ 21,842.00	\$ 248,009.00	\$ -	\$ 248,009.00
2. Employee Benefits	\$ 53,930.00	\$ -	\$ 53,930.00	\$ 4,328.00	\$ -	\$ 4,328.00	\$ 49,602.00	\$ -	\$ 49,602.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 806.00	\$ -	\$ 806.00	\$ 806.00	\$ -	\$ 806.00	\$ -	\$ -	\$ -
Repair and Maintenance	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
6. Travel	\$ 7,863.00	\$ -	\$ 7,863.00	\$ 5,864.00	\$ -	\$ 5,864.00	\$ 1,999.00	\$ -	\$ 1,999.00
7. Occupancy	\$ -	\$ 23,142.00	\$ 23,142.00	\$ -	\$ 23,142.00	\$ 23,142.00	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 4,858.00	\$ -	\$ 4,858.00	\$ 1,575.00	\$ -	\$ 1,575.00	\$ 3,281.00	\$ -	\$ 3,281.00
Postage	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00
Insurance	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 7,217.00	\$ -	\$ 7,217.00	\$ 6,784.00	\$ -	\$ 6,784.00	\$ 433.00	\$ -	\$ 433.00
10. Marketing/Communications	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,783.00	\$ -	\$ 5,783.00	\$ 2,783.00	\$ -	\$ 2,783.00	\$ 3,000.00	\$ -	\$ 3,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: emergency funds for families	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -
TOTAL	\$ 362,006.00	\$ 31,891.00	\$ 393,897.00	\$ 55,642.00	\$ 28,391.00	\$ 84,033.00	\$ 309,864.00	\$ 5,600.00	\$ 315,464.00

Indirect As A Percent of Direct 8.3%

Contractor Initial: *MWC*  
Date: *6/25/22*

Exhibit C-4 Budget

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name: **TLC Family Resource Center**

Budget Request for: **COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR (Claremont DO Catchment)**

Budget Period: **SFY 2024 (7/1/2023 TO 6/30/24)**

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS, contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 275,072.00	\$ -	\$ 275,072.00	\$ 28,430.00	\$ -	\$ 28,430.00	\$ 246,642.00	\$ -	\$ 246,642.00
2. Employee Benefits	\$ 55,014.00	\$ -	\$ 55,014.00	\$ 5,686.00	\$ -	\$ 5,686.00	\$ 49,328.00	\$ -	\$ 49,328.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 806.00	\$ -	\$ 806.00	\$ 806.00	\$ -	\$ 806.00	\$ -	\$ -	\$ -
Repair and Maintenance	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
6. Travel	\$ 7,863.00	\$ -	\$ 7,863.00	\$ 4,563.00	\$ -	\$ 4,563.00	\$ 3,300.00	\$ -	\$ 3,300.00
7. Occupancy	\$ -	\$ 23,142.00	\$ 23,142.00	\$ -	\$ 23,142.00	\$ 23,142.00	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 4,856.00	\$ -	\$ 4,856.00	\$ 1,575.00	\$ -	\$ 1,575.00	\$ 3,281.00	\$ -	\$ 3,281.00
Postage	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00
Insurance	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ 2,926.00	\$ 2,926.00	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 7,217.00	\$ -	\$ 7,217.00	\$ 8,444.00	\$ -	\$ 8,444.00	\$ 773.00	\$ -	\$ 773.00
10. Marketing/Communications	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 5,899.00	\$ -	\$ 5,899.00	\$ 2,899.00	\$ -	\$ 2,899.00	\$ 3,000.00	\$ -	\$ 3,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other: emergency funds for families	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 368,627.00	\$ 31,991.00	\$ 400,618.00	\$ 62,303.00	\$ 26,391.00	\$ 88,694.00	\$ 306,324.00	\$ 5,600.00	\$ 311,924.00

Indirect As A Percent of Direct 6.7%

Contractor Initials: *[Signature]*  
Date: *6/20/23*



New Hampshire Department of Health and Human Services  
Exhibit D

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

New Hampshire Department of Health and Human Services  
Exhibit D



has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

Date

6/25/21

Vendor Name:

TRC Family Resource Center

Name:  
Title:

Margaret Moore  
Margaret Moore, Carol  
Exec Dir

Vendor Initials

MM

Date

6/25/21

New Hampshire Department of Health and Human Services  
Exhibit E



**CERTIFICATION REGARDING LOBBYING**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6/25/20  
Date

Vendor Name: The Family Resource Center  
Margaret Joseph  
Manager - Home Care  
Name:  
Title: 6/25/20

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (11)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name: TIC Family Resource Center

6/25/20  
Date

Margaret Mann  
Name: Margaret Mann, Cash  
Title: Exec. Dir.

Vendor Initials mmc  
Date 6/25/20

New Hampshire Department of Health and Human Services  
Exhibit G



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Vendor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Vendor Initials

*MVE*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

*02/25/20*

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Vendor agrees to comply with the provisions indicated above.

Vendor Name: TLC Family Resource Center

6/25/20  
Date

Margaret Mohr  
Name: Margaret Mohr  
Title:

Exhibit G

Vendor Initials MM

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Vendor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Vendor Name:

6/25/20  
Date

Margaret Morrill-Cass  
Name: Margaret Morrill-Cass  
Title: Exec. Director

Vendor Initials mmc  
Date 6/25/21

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. "**Breach**" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "**Business Associate**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "**Covered Entity**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "**Designated Record Set**" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "**Data Aggregation**" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "**Health Care Operations**" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "**HITECH Act**" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "**HIPAA**" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "**Individual**" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "**Privacy Rule**" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "**Protected Health Information**" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

3/2014

Contractor Initials *MNC*

Date *02/25/20*

New Hampshire Department of Health and Human Services



Exhibit I

- I. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

New Hampshire Department of Health and Human Services



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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Contractor Initials me

Date 6/25/20



New Hampshire Department of Health and Human Services

Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



New Hampshire Department of Health and Human Services

Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522; to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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Contractor Initials

*[Handwritten Signature]*

Date

6/25/22

New Hampshire Department of Health and Human Services



Exhibit I

- e. **Segregation.** If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. **Survival.** Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services  
 The State  
 \_\_\_\_\_  
 Signature of Authorized Representative  
 Christine Tappan  
 \_\_\_\_\_  
 Name of Authorized Representative  
 Associate Commissioner  
 \_\_\_\_\_  
 Title of Authorized Representative  
 6/29/2020  
 \_\_\_\_\_  
 Date

The Family Resource Center  
 Name of the Contractor  
 Margaret Monroe Cassel  
 \_\_\_\_\_  
 Signature of Authorized Representative  
 Margaret Monroe Cassel  
 \_\_\_\_\_  
 Name of Authorized Representative  
 Exec Div  
 \_\_\_\_\_  
 Title of Authorized Representative  
 6/25/20  
 \_\_\_\_\_  
 Date

New Hampshire Department of Health and Human Services  
Exhibit J



**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY  
ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

6/25/20  
Date

Margaret Moore-Cand  
Name:  
Title:



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 107213754
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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DHHS Information Security Requirements



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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**DHHS Information Security Requirements**



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

**A. DHHS Privacy Officer:**

DHHSPrivacyOfficer@dhhs.nh.gov

**B. DHHS Security Officer:**

DHHSInformationSecurityOffice@dhhs.nh.gov

*[Handwritten Signature]*

6/25/27

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and VNA at HCS, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,925,962
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 98% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 3% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 24% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 71% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN B04MC45230.
    - 1.2. 2% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

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6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

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All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/31/2024

Date

DocuSigned by:

Iain Watt

Name: Iain Watt

Title: Interim Director - DPHS

5/28/2024

Date

DocuSigned by:

Maura McQueeney

Name: Maura McQueeney

Title: CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

6/4/2024

Date

DocuSigned by:

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

Scope of Services

1. Statement of Work

1.1. General Services

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at VNA at HSC, Inc. located at 312 Marlboro Street, Keene, NH; and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Keene District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 7:30 AM to 5:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

- 1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:
  - 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
  - 1.2.1.2. Promoting a safe and nurturing environment for children.
  - 1.2.1.3. Improving maternal and child health.
  - 1.2.1.4. Promoting positive parenting practices.
  - 1.2.1.5. Reducing child maltreatment.
  - 1.2.1.6. Increasing linkages and referrals to community resources and supports.
- 1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:
  - 1.2.2.1. Prevention;
  - 1.2.2.2. Early intervention; and
  - 1.2.2.3. Crisis.
- 1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:
  - 1.2.3.1. Growing Great Kids curriculum.
  - 1.2.3.2. Parents as Teachers curriculum.
  - 1.2.3.3. Positive Solutions for Families.
  - 1.2.3.4. Strengthening Families Parent Cafes.
  - 1.2.3.5. Born to Learn curriculum.
  - 1.2.3.6. The Period of PURPLE Crying.
  - 1.2.3.7. Enhanced care coordination.
  - 1.2.3.8. Motivational interviewing.
  - 1.2.3.9. Advocacy training.
  - 1.2.3.10. Reflective supervision.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.2.6.7. Accessing parental education on topics that include, but are not limited to:
  - 1.2.6.7.1. Child development.
  - 1.2.6.7.2. Child behavior.
  - 1.2.6.7.3. Child health.
  - 1.2.6.7.4. Coping and problem-solving skills.
  - 1.2.6.7.5. Safety.
  - 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

- 1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:
  - 1.3.1.1.1. Families at or below 250% of the federal poverty level;
  - 1.3.1.1.2. Single-parent families;
  - 1.3.1.1.3. First time parents;
  - 1.3.1.1.4. Families with other children under three (3) years of age;
  - 1.3.1.1.5. Parents under twenty-five (25) years of age; and
  - 1.3.1.1.6. Parents with limited educational attainment.
- 1.3.1.2. Make initial contact with families at during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:
  - 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
  - 1.3.1.2.2. Schedule a date and time for the initial home visit to occur and obtain initial intake prescreening information to follow up with the family.

Contractor Initials

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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New Hampshire Department of Health and Human Services  
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**EXHIBIT B – AMENDMENT 2**

- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS, and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
    - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
    - 1.3.5.7. Assessment of referrals and connections to community resources.
    - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
    - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3, and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:

- 1.4.5.1. Childcare Aware of New Hampshire.
- 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
- 1.4.5.3. Special Medicaid Services, including FCESS.
- 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
- 1.4.5.5. NH Employment Security.
- 1.4.5.6. Local school districts.
- 1.4.5.7. Family violence prevention agencies.
- 1.4.5.8. Mental health services.
- 1.4.5.9. Nutrition education and healthy foods.
- 1.4.5.10. Instructional money management.
- 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
- 1.4.5.12. Independent living skills programs.
- 1.4.5.13. Adult education.
- 1.4.5.14. Literacy education.
- 1.4.5.15. Employment services.
- 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:

- 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
- 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families, and community members.
- 1.5.1.3. Targeted mailings.
- 1.5.1.4. Representing the FRC at community agencies and events.

1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kinicare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
- 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
- 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
- 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals; is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation continuous quality improvement, report personally identifiable her to the Department as requested, for all clients served under the contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state law and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1: Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
  - 1.9.5.15.2. Childcare.
  - 1.9.5.15.3. Healthcare access.
  - 1.9.5.15.4. Community supports.
  - 1.9.5.15.5. Home visiting programs and type.
  - 1.9.5.15.6. Discharge date and reason.
  - 1.9.5.15.7. Post survey completion.
- 1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.
- 1.10. Performance Measures**
- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
  - 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
  - 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals and is monitored through the Family Support Data System (FSDS).
  - 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
  - 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
  - 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
  - 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
    - 1.10.7.1. Increasing outreach to high-risk populations.
    - 1.10.7.2. Increasing the share of referred families who enroll in services.
    - 1.10.7.3. Increasing service completion dates.
    - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
- 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
- 1.10.7.4.3. Improving the quality and safety of the home environment.
- 1.10.7.4.4. Increasing positive parenting behaviors.
- 1.10.7.4.5. Reducing parental anxiety and depression.
- 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
  - 1.11.1.1. A criminal background check, at the Contractor's expense; and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing, or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient"). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

Contractor Initials DS  
MM

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

Contractor Initials MM

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

**1.15.3. Disagreement over Transition Services Results**

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

Contractor Initials MAA

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution, or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

- 4.1. The Contractor must keep records that include, but are not limited to:
  - 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include; without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 4.1.4. Medical records on each patient/recipient of services.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts, and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

## Exhibit C-5, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> VNA at HCS, Inc.		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2024 - 06/30/2025 (SFY 2025)		
<b>Indirect Cost Rate (if applicable):</b> 0.098347451		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$224,692	\$0
2. Fringe Benefits	\$72,661	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$5,200	\$0
5.(a) Supplies - Educational	\$1,250	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$1,250	\$0
5.(e) Supplies Office	\$400	\$0
6. Travel	\$17,215	\$0
7. Software	\$2,583	\$0
8. (a) Other - Marketing/ Communications	\$1,456	\$0
8. (b) Other - Education and Training	\$3,976	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Telephone	\$10,252	\$0
Advertising	\$2,900	\$0
Occupancy	\$2,297	\$5,400
0	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$346,132</b>	<b>\$5,400</b>
<b>Total Indirect Costs</b>	<b>\$34,041</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$380,173</b>	<b>\$5,400</b>

Contractor:



Date: 5/28/2024

**Exhibit C-6, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> VNA at HCS, Inc.		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026 (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 0.1		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$231,430	\$0
2. Fringe Benefits	\$75,397	\$0
3. Consultants	\$0	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$3,500	\$0
5.(a) Supplies - Educational	\$1,300	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$1,300	\$0
5.(e) Supplies Office	\$450	\$0
6. Travel	\$18,315	\$0
7. Software	\$2,659	\$0
8. (a) Other - Marketing/ Communications	\$1,500	\$0
8. (b) Other - Education and Training	\$1,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Telephone	\$12,620	\$0
Advertising	\$2,950	\$0
Occupancy	\$4,964	\$5,000
0	\$0	\$0
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$357,885</b>	<b>\$5,000</b>
<b>Total Indirect Costs</b>	<b>\$35,788</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$393,673</b>	<b>\$5,000</b>

Contractor: 

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that VNA AT HGS, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 18, 1981. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 67798

Certificate Number: 0006659773



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 5th day of April A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

I, Eric Horne, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of VNA at HCS, Inc.  
(Corporation/LLC Name)
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on September 9, 2023, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Maura McQueeney  
(Name and Title of Contract Signatory)

is duly authorized on behalf of VNA at HCS, Inc. to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/24/24

  
Signature of Elected Officer

Name:  
Title: Eric Horne  
Treasurer



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/10/2024

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).

<b>PRODUCER</b> Dowd Agencies, LLC 14 Bobala Road Holyoke MA 01040  License#: BR-1201857 HOMEHEA-03	<b>CONTACT NAME:</b> Diane LaFleche, CISR <b>PHONE (A/C, No, Ext):</b> 413-437-1062 <b>FAX (A/C, No):</b> 413-437-1462 <b>E-MAIL ADDRESS:</b> dlafleche@dowd.com														
<b>INSURED</b> Home Healthcare, Hospice & Community Services, Inc. and VNA at HCS, Inc. PO Box 564 312 Marlboro Street Keene NH 03431	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Company</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Insurance Company	18058	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES**      **CERTIFICATE NUMBER: 600098665**      **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  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2642986	1/4/2024	1/4/2025	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 - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			PHPK2642989	1/4/2024	1/4/2025	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			PHUB896467	1/4/2024	1/4/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$
	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				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers Liability Employment Practices Liability Fiduciary Liability			PHSD1850298	1/4/2024	1/4/2025	\$20,000.00 Retention \$25,000.00 Retention \$0 \$5,000,000 \$5,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is an additional insured, per written contract.

<b>CERTIFICATE HOLDER</b>  State of NH Department of Health and Human Services 129 Pleasant Street Concord NH 03301-3857	<b>CANCELLATION</b>  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 
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# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/31/2024

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 any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> USI Insurance Services LLC 3 Executive Park Drive, Suite 300 Bedford, NH 03110 855 874-0123	<b>CONTACT NAME:</b> Nicole Rhuda	
	<b>PHONE (A/C, No, Ext):</b> 855 874-0123 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> nicole.rhuda@usi.com	
<b>INSURED</b> Home Healthcare, Hospice & Community Services, Inc. and VNA at HCS, Inc. PO Box 564 312 Marlboro Street Keene, NH 03431	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Wesco Insurance Company	25011
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

**COVERAGES**      **CERTIFICATE NUMBER:**      **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WWC3696566	01/01/2024	07/01/2024	X PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  State of NH Department of Health and Human Services 129 Pleasant Street Concord, NH 03301-3857	<b>CANCELLATION</b>  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 
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**Mission of Home Healthcare, Hospice and Community Services**  
**and VNA at HCS:**

To provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.



CONSOLIDATED FINANCIAL STATEMENTS

with

SUPPLEMENTARY INFORMATION

and

FEDERAL REPORTS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

June 30, 2023 and 2022

With Independent Auditor's Reports





## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

### Report on the Audit of the Consolidated Financial Statements

#### *Opinion*

We have audited the accompanying consolidated financial statements of Home Healthcare, Hospice & Community Services, Inc. and Affiliate (the Association), which comprise the consolidated balance sheets as of June 30, 2023 and 2022, and the related consolidated statements of operations, changes in net assets, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Association as of June 30, 2023 and 2022, and the results of their operations, changes in their net assets and their cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

#### *Basis for Opinion*

We conducted our audits in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Home Healthcare, Hospice and Community Services, Inc. and Affiliate 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.

#### *Change in Accounting Principle*

As discussed in Note 1 to the consolidated financial statements, the Association adopted Financial Accounting Standards Board Accounting Standards Codification Topic 842, Leases during the year ended June 30, 2023. Our opinion is not modified with respect to that matter.

#### *Responsibilities of Management for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

#### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate  
Page 2

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 U.S. generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2023 on our consideration of the Association's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Association's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Association's internal control over financial reporting and compliance.

*Berry Dunn McNeil & Parker, LLC*

Manchester, New Hampshire

December 19, 2023, except for the Schedule of Expenditures of Federal Awards which the date is March 28, 2024

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Consolidated Balance Sheets

June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	\$ 1,015,708	\$ 1,298,118
Short-term investments	-	14,208
Patient accounts receivable, net	2,096,258	1,788,549
Other receivables	443,698	428,903
Prepaid expenses	<u>366,916</u>	<u>326,715</u>
Total current assets	3,922,580	3,856,493
Assets limited as to use	13,932,601	12,775,139
Operating lease right-of-use assets, net	208,515	-
Property and equipment, net	<u>2,163,542</u>	<u>2,382,738</u>
Total assets	<u>\$ 20,227,238</u>	<u>\$ 19,014,370</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued expenses	\$ 560,942	\$ 302,158
Accrued payroll and related expenses	970,787	961,056
COVID-19 refundable advances and other deferred revenue	31,285	257,913
Current portion of operating lease obligations	<u>74,399</u>	<u>-</u>
Total current liabilities	1,637,413	1,521,127
Operating lease obligations, net of current portion	<u>139,584</u>	<u>-</u>
Total liabilities	<u>1,776,997</u>	<u>1,521,127</u>
Net assets		
Without donor restrictions	17,641,277	16,776,013
With donor restrictions	<u>808,964</u>	<u>717,230</u>
Total net assets	<u>18,450,241</u>	<u>17,493,243</u>
Total liabilities and net assets	<u>\$ 20,227,238</u>	<u>\$ 19,014,370</u>

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The accompanying notes are an integral part of these consolidated financial statements.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Consolidated Statements of Operations

Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Operating revenue		
Net patient service revenue	\$ 15,157,307	\$ 13,018,339
COVID-19 relief funding and other operating revenue	2,916,202	2,959,326
Gain on sale of financial asset	-	34,300
Net assets released for operations	<u>98,173</u>	<u>154,426</u>
Total operating revenue	<u>18,171,682</u>	<u>16,166,391</u>
Operating expenses		
Salaries and related expenses	13,799,638	12,951,084
Other operating expenses	5,217,175	4,480,821
Depreciation and amortization	<u>296,554</u>	<u>363,012</u>
Total operating expenses	<u>19,313,367</u>	<u>17,794,917</u>
Operating loss	<u>(1,141,685)</u>	<u>(1,628,526)</u>
Other revenue and gains (losses)		
Contributions and fundraising income	597,513	650,889
Investment income, net	204,493	160,709
Change in fair value of investments	<u>1,204,943</u>	<u>(1,867,525)</u>
Total other revenue and gains (losses)	<u>2,006,949</u>	<u>(1,055,927)</u>
Excess (deficit) of revenue over expenses	865,264	(2,684,453)
Net assets released for capital acquisition	<u>-</u>	<u>30,525</u>
Change in net assets without donor restrictions	<u>\$ 865,264</u>	<u>\$ (2,653,928)</u>

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The accompanying notes are an integral part of these consolidated financial statements.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Consolidated Statements of Changes in Net Assets****Years Ended June 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
Net assets without donor restrictions		
Excess (deficit) of revenue over expenses	\$ 865,264	\$ (2,684,453)
Net assets released for capital acquisition	<u>-</u>	<u>30,525</u>
Change in net assets without donor restrictions	<u>865,264</u>	<u>(2,653,928)</u>
Net assets with donor restrictions		
Contributions	163,716	13,515
Investment income	3,683	2,623
Change in fair value of investments	22,508	(30,864)
Net assets released for operations	(98,173)	(154,426)
Net assets released for capital acquisition	<u>-</u>	<u>(30,525)</u>
Change in net assets with donor restrictions	<u>91,734</u>	<u>(199,677)</u>
Change in net assets	956,998	(2,853,605)
Net assets, beginning of year	<u>17,493,243</u>	<u>20,346,848</u>
Net assets, end of year	<u>\$ 18,450,241</u>	<u>\$ 17,493,243</u>

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The accompanying notes are an integral part of these consolidated financial statements.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Consolidated Statements of Cash Flows

Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities		
Change in net assets	\$ 956,998	\$ (2,853,605)
Adjustments to reconcile change in net assets to net cash used by operating activities		
Depreciation and amortization	296,554	363,012
Change in fair value of investments	(1,227,451)	1,898,389
Investment income restricted for reinvestment	(3,683)	(2,623)
Gain on sale of financial assets	-	(34,300)
(Increase) decrease in the following assets:		
Short-term investments	14,208	3,966
Patient accounts receivable	(307,709)	73,507
Other receivables	(14,795)	(85,051)
Prepaid expenses	(40,201)	(48,710)
Increase (decrease) in the following liabilities:		
Accounts payable and accrued expenses	258,784	(135,797)
Accrued payroll and related expenses	9,731	(279,669)
COVID-19 refundable advances and other deferred revenue	<u>(226,628)</u>	<u>224,331</u>
Net cash used by operating activities	<u>(284,192)</u>	<u>(876,550)</u>
Cash flows from investing activities		
Purchase of investments	(5,869,153)	(3,218,446)
Proceeds from sale of investments	5,942,825	2,961,354
Capital expenditures, net of proceeds	<u>(71,890)</u>	<u>(54,103)</u>
Net cash provided (used) by investing activities	<u>1,782</u>	<u>(311,195)</u>
Net decrease in cash and cash equivalents	(282,410)	(1,187,745)
Cash and cash equivalents, beginning of year	<u>1,298,118</u>	<u>2,485,863</u>
Cash and cash equivalents, end of year	<u>\$ 1,015,708</u>	<u>\$ 1,298,118</u>

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The accompanying notes are an integral part of these consolidated financial statements.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2023 and 2022

#### 1. Summary of Significant Accounting Policies

##### Organization

Home Healthcare, Hospice & Community Services, Inc. is a non-stock, non-profit corporation in New Hampshire whose primary purpose is to act as a holding company and provide management services to its affiliate.

##### Affiliate

VNA at HCS, Inc., is a non-stock, non-profit corporation in New Hampshire whose primary purposes are to provide home healthcare, hospice and community services.

##### Principles of Consolidation

The consolidated financial statements include the accounts of the Home Healthcare, Hospice & Community Services, Inc., and its affiliate, VNA at HCS, Inc. (collectively, the "Association"). They are related through a common board membership and common management. All significant intercompany balances and transactions have been eliminated in consolidation.

The Association prepares its consolidated financial statements in accordance with U.S. GAAP established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

##### Recently Adopted Accounting Principle

Effective July 1, 2022, the Association adopted FASB ASC Topic 842, *Leases* (Topic 842). The Association determines if an arrangement is a lease or contains a lease at inception of a contract. A contract is determined to be or contain a lease, if the contract conveys the right to control the use of identified property, plant or equipment (an identified asset) in exchange for consideration. The Association determines these assets are leased because the Association has the right to obtain substantially all of the economic benefit from and the right to direct the use of the identified asset. Assets in which the supplier or lessor has the practical ability and right to substitute alternative assets for the identified asset and would benefit economically from the exercise of its right to substitute the asset are not considered to be or contain a lease because the Association determines it does not have the right to control and direct the use of the identified asset. The Association's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

**June 30, 2023 and 2022**

In evaluating its contracts, the Association separately identifies lease and non-lease components, such as common area and other maintenance costs, in calculating the right-of-use (ROU) assets and lease obligations. The Association has elected the practical expedient to not separate lease and non-lease components and classifies the contract as a lease if consideration in the contract allocated to the lease component is greater than the consideration allocated to the non-lease agreement.

Leases result in the recognition of ROU assets and lease obligations on the consolidated balance sheet. ROU assets represent the right to use an underlying asset for the lease term, and lease obligations represent the obligation to make lease payments arising from the lease, measured on a discounted basis. The Association determines lease classification as operating or finance at the lease commencement date. The Association did not have any finance leases as of June 30, 2023.

At lease inception, the lease obligation is measured at the present value of the lease payments over the lease term. The ROU asset equals the lease obligation adjusted for any initial direct costs, prepaid or deferred rent, and lease incentives. Topic 842 requires the use of the implicit rate in the lease when readily determinable. As most of the leases do not provide an implicit rate, the Association elected the practical expedient to use the risk-free rate when the rate of the lease is not implicit in the lease agreements.

The lease term may include options to extend or to terminate the lease that the Association is reasonably certain to exercise. Lease expense for operating leases is recognized on a straight-line basis over the lease term.

The Association has elected not to record leases with an initial term of 12 months or less on the consolidated balance sheet. Lease expense on such leases is recognized on a straight-line basis over the lease term.

Upon adoption of Topic 842, the Association elected the package of practical expedients permitted under the transition guidance within the new standard which includes the following: relief from determination of lease contracts included in existing or expiring leases at the point of adoption, relief from having to reevaluate the classification of leases in effect at the point of adoption and relief from reevaluation of existing leases that have initial direct costs associated with the execution of the lease contract.

The adoption of Topic 842 resulted in the recognition of the below assets and liabilities on July 1, 2022:

Operating lease right-of-use assets	<u>\$ 266,818</u>
Current portion of operating lease obligations	53,909
Operating lease obligations, net of current portion	<u>212,909</u>
Operating lease obligations	<u>\$ 266,818</u>

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2023 and 2022

Results for the period prior to July 1, 2022 continue to be reported in accordance with the Association's historical accounting treatment for leases.

#### **Basis of Presentation**

The consolidated financial statements of the Association have been prepared in accordance with U.S. GAAP, which requires the Association to report information regarding its financial position and activities according to the following net asset 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 Association. These net assets may be used at the discretion of the Association's management and the Board of Directors (Board).

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions are to be met by actions of the Association or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

#### **Income Taxes**

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code (IRC). As a public charity, the Association is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the consolidated financial statements.

#### **Use of Estimates**

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Association has cash deposits in a major financial institution which may exceed federal depository insurance limits. The Association has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2023 and 2022

#### **Patient Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides a reserve for payment adjustments by analyzing past history and identification of trends for all funding sources in the aggregate. Management regularly reviews data about revenue in evaluating the sufficiency of the reserve which is netted against accounts receivable. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for payment adjustments.

Patient accounts receivable, net were \$2,096,258; \$1,788,549; and \$1,862,056 at June 30, 2023, 2022, and 2021, respectively.

#### **Investments**

Investments in short-term investment options are reported as current assets. Investments held for long-term return are reported as non-current assets.

The Association reports investments at fair value and has elected to report all gains and losses in the excess (deficit) of revenue over expenses to simplify the presentation of these amounts in the consolidated statement of operations, unless otherwise stipulated by the donor or State law.

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated balance sheets.

#### **Assets Limited as to Use**

Assets limited as to use include designated assets set aside by the Board of Directors and donor contributions.

#### **Property and Equipment**

Property and equipment are carried at cost less accumulated depreciation and amortization. Maintenance, repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Depreciation and amortization expense is computed using the straight-line method over the useful lives of the related assets.

Property is reviewed for impairment whenever events or changes in circumstances indicate the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the excess of the assets' carrying amount over the fair value of the asset.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2023 and 2022

#### Net Patient Service Revenue

Services to all patients are recorded as revenue when services are rendered at the estimated net realizable amounts from patients, third-party payors and others, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and in future periods as final settlements are determined. Patients unable to pay full charge, who do not have other third-party resources, are charged a reduced amount based on the Association's published sliding fee scale. Reductions in full charge are recognized when the service is rendered.

Performance obligations are determined based on the nature of the services provided by the Association. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations satisfied over time relate to patients receiving skilled and non-skilled services in their home or facility. The Association measures the period over which the performance obligation is satisfied from admission to the point when it is no longer required to provide services to that patient, which is generally at the time of discharge.

Providers of home health services to clients eligible for Medicare home health benefits are paid on a prospective basis, with no retrospective settlement. The prospective payment is based on the scoring attributed to the acuity level of the client at a rate determined by federal guidelines. As the performance obligations for home health services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the prospective payment determined for the medically necessary services.

Providers of hospice services to clients eligible for Medicare hospice benefits are paid on a per-diem basis, with no retrospective settlement, provided the Association's aggregate annual Medicare reimbursement is below a predetermined aggregate capitated rate. Revenue is recognized as the services are performed based on the fixed rate amount. As the performance obligations for hospice services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the predetermined aggregate capitated rate per day.

Because all of the Association's performance obligations relate to short-term periods of care, the Association has elected to apply the optional exemption provided in FASB ASC Subtopic 606-10-50-14 (a) and, therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Notes to Consolidated Financial Statements**

**June 30, 2023 and 2022**

**Contributions**

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. The gifts are reported as net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same year as received are reflected as contributions without donor restrictions in the accompanying consolidated financial statements.

**COVID-19 and Relief Funding**

On March 11, 2020, the World Health Organization declared the Coronavirus disease (COVID-19) a global pandemic. In response to the global pandemic, The Centers for Medicare & Medicaid Services (CMS) implemented certain relief measures and also issued guidance for limiting the spread of COVID-19.

The U.S. government has responded with several phases of relief legislation as a response to the COVID-19 outbreak. Legislation enacted into law on March 27, 2020, called the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a statute to address the economic impact of the COVID-19 outbreak. The CARES Act, among other things, 1) authorizes emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans; 2) provides additional funding for grants and technical assistance; 3) delays due dates for employer payroll taxes and estimated tax payments for corporations; and 4) revises provisions of the IRC, including those related to losses, charitable deductions, and business interest.

**American Rescue Plan Act**

On March 11, 2021, the U.S. government enacted the American Rescue Plan Act (ARPA). ARPA, amongst other things, provided support for health and human services workforce development in response to COVID-19 and broader economic impacts of the pandemic. The Association received \$16,307 and \$248,428 in grant funding under ARPA through the State of New Hampshire Home and Community Based Service fund during the years ended June 30, 2023 and 2022, respectively, for the purpose of workforce investment. The Association incurred qualifying recruitment and retention expenses of \$162,579 and \$53,478 during the years ended June 30, 2023 and 2022, respectively, which is recognized as COVID-19 relief funding and other operating revenue in the consolidated statement of operations. The unspent ARPA funds as of June 30, 2023 and 2022, respectively, were \$13,715 and \$194,951 and are included in COVID-19 refundable advances and other deferred revenue on the consolidated balance sheets. The funds are available to use through March 31, 2024.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

**2. Availability and Liquidity of Financial Assets**

As of June 30, 2023, the Association has working capital of \$2,285,167 and average days (based on normal expenditures) cash on hand of 19.

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses and capital acquisitions not financed with debt or restricted funds (unfunded capital expenditures), were as follows:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 1,015,708	\$ 1,298,118
Short-term investments	-	14,208
Patient accounts receivable, net	2,096,258	1,788,549
Other receivables	<u>443,698</u>	<u>428,903</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 3,555,664</u>	<u>\$ 3,529,778</u>

The Association has board designated long-term investments that could be made available for general expenditure upon Board approval. Since these investments are currently intended for long-term investments, they have not been included in the information above. The Association has other long-term investments and assets for restricted use, more fully described in Note 3, which are not available for general expenditure within the next year and are not reflected in the amount above.

The Association has a \$1,000,000 line of credit available to meet short-term needs, as disclosed in Note 5.

**3. Investments and Assets Limited as to Use**

Investments and assets limited as to use, stated at fair value, were as follows:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 364,706	\$ 1,071,402
U.S. Government and corporate bonds	2,064,603	2,283,550
Marketable securities	8,126,646	7,307,967
Mutual funds	<u>3,376,646</u>	<u>2,126,428</u>
Total investments and assets limited as to use	<u>\$ 13,932,601</u>	<u>\$ 12,789,347</u>

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Short-term investments without restrictions or designations	\$ <u>          -</u>	\$ <u>14,208</u>
Assets limited as to use		
Board-designated for future use	13,123,637	12,057,909
Donor-restricted, time or purpose	329,089	217,704
Endowment investments - unappropriated spending	245,644	265,295
Donor-restricted, perpetual in nature	<u>234,231</u>	<u>234,231</u>
Total assets limited as to use	<u>13,932,601</u>	<u>12,775,139</u>
Total investments and assets limited as to use	<u>\$ 13,932,601</u>	<u>\$ 12,789,347</u>

**Fair Value**

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within FASB ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

- Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.
- Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability. The Association did not have any Level 3 assets or liabilities as of June 30, 2023 or 2022.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2023 and 2022**

The fair values of all of the Association's investments, which are presented in the following table, are measured on a recurring basis using Level 1 inputs with the exception of corporate bonds which are valued based on quoted market prices of similar investments and categorized as Level 2 investments.

	<u>Assets at Fair Value as of June 30, 2023</u>		
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Cash and cash equivalents	\$ 364,706	\$ -	\$ 364,706
U.S. Government and corporate bonds	-	2,064,603	2,064,603
Equity securities	8,126,646	-	8,126,646
Mutual funds	<u>3,376,646</u>	<u>-</u>	<u>3,376,646</u>
Total	<u>\$ 11,867,998</u>	<u>\$ 2,064,603</u>	<u>\$ 13,932,601</u>

	<u>Assets at Fair Value as of June 30, 2022</u>		
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Cash and cash equivalents	\$ 1,071,402	\$ -	\$ 1,071,402
U.S. Government and corporate bonds	-	2,283,550	2,283,550
Equity securities	7,307,967	-	7,307,967
Mutual funds	<u>2,126,428</u>	<u>-</u>	<u>2,126,428</u>
Total	<u>\$ 10,505,797</u>	<u>\$ 2,283,550</u>	<u>\$ 12,789,347</u>

Investment income and change in fair value of investments and assets limited as to use consisted of the following:

	<u>2023</u>	<u>2022</u>
Net assets without donor restrictions		
Investment income, net of fees	\$ 204,493	\$ 160,709
Change in fair value of investments	1,204,943	(1,867,525)
Restricted net assets		
Investment income	3,683	2,623
Change in fair value of investments	<u>22,508</u>	<u>(30,864)</u>
Total	<u>\$ 1,435,627</u>	<u>\$ (1,735,057)</u>

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

4. Property and Equipment

Property and equipment consisted of the following:

	<u>2023</u>	<u>2022</u>
Land	\$ 515,786	\$ 515,786
Building and improvements	5,704,016	5,704,016
Furniture, fixtures, and equipment	3,445,027	3,379,278
Construction in progress	<u>27,757</u>	<u>27,757</u>
Total cost	9,692,586	9,626,837
Less accumulated depreciation and amortization	<u>7,529,044</u>	<u>7,244,099</u>
Total property and equipment, net	<u>\$ 2,163,542</u>	<u>\$ 2,382,738</u>

5. Line of Credit

The Association has an unsecured \$1,000,000 line of credit payable on demand with a local bank with interest at 1.25% above the prime rate (9.50% at June 30, 2023). There was no outstanding balance at June 30, 2023 and 2022.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

6. Net Assets with Donor Restrictions

Net assets with donor restrictions consisted of the following:

	<u>2023</u>	<u>2022</u>
Time or purpose restrictions for:		
Haskell endowment fund accumulated earnings - for office rent	\$ 241,400	\$ 264,104
Johnson Family endowment fund accumulated earnings - for capital expenditures	3,993	4,714
Hospice accumulated earnings	251	958
Furniture and capital improvements	18,037	10,365
HEAL program	24,405	-
Palliative education	50,000	-
Music program	1,197	-
Outpatient Center	32,500	-
Bereavement	3,000	-
Operations accumulated earnings	-	(414)
Jones endowment fund accumulated earnings - for equipment	-	(1,671)
Bednar endowment fund accumulated earnings - for general purposes	-	(2,397)
Hospice memorial garden	106,631	112,374
Barbara Duckett scholarship	<u>93,319</u>	<u>94,966</u>
Total	<u>\$ 574,733</u>	<u>\$ 482,999</u>
Restrictions that are perpetual in nature for:		
Hospice	\$ 10,000	\$ 10,000
Operations	8,623	8,623
Johnson Family fund - for capital expenditures	10,202	10,202
Bednar endowment fund - income for general purposes	50,000	50,000
Haskell endowment fund - for office rent	120,570	120,570
Jones endowment fund - for equipment	<u>34,836</u>	<u>34,836</u>
Total	<u>\$ 234,231</u>	<u>\$ 234,231</u>

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2023 and 2022

#### 7. Endowments

The Association has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as a donor-restricted endowment (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent donor-restricted endowment gifts, and (c) accumulations to the donor-restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Association in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with the UPMIFA, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund.
- (2) The purposes of the organization and the donor-restricted endowment fund.
- (3) General economic conditions.
- (4) The possible effect of inflation and deflation.
- (5) The expected total return from income and the appreciation of investments.
- (6) Other resources of the Association.
- (7) The investment policies of the Association.
- (8) The spending policy.
- (9) Funds with deficiencies.

#### Return Objectives and Risk Parameters

The investment portfolio is managed to provide for the long-term support of the Association. Accordingly, these funds are managed with disciplined, longer-term investment objectives and strategies designed to meet cash flow and spending requirements. Management of the assets is designed to attain the maximum total return consistent with acceptable and agreed-upon levels of risk. The Association benchmarks its portfolio performance against a number of commonly used indices.

#### Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to minimize the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

**Funds with Deficiencies**

From time to time, the fair value of the assets associated with individual donor-restricted endowments may fall below the level of the donors' original gift(s). The Board's policy does not permit spending from underwater endowments. Any deficiencies are reported in net assets with donor restrictions. At June 30, 2022, donor endowment funds with a fair value of \$88,977 were below the donor's original gift or stipulated levels by \$4,482. At June 30, 2023, there were no such deficiencies.

**Spending Policy**

The Association has a spending policy of appropriating a distribution annually up to 7% of the endowment fund's average market value over the previous 36 months. Appropriations are determined and made on an annual basis at year-end.

The following summarizes changes in endowment assets:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>		<u>Total</u>
		<u>Purpose Restrictions</u>	<u>Perpetual in Nature</u>	
Balance June 30, 2021	\$ 13,496,906	\$ 331,843	\$ 234,231	\$ 14,062,980
Investment income, net	158,714	2,623	-	161,337
Realized and unrealized gains on investments	(1,868,428)	(30,864)	-	(1,899,292)
Contributions	270,717	-	-	270,717
Net assets released from restrictions	-	(38,307)	-	(38,307)
Balance June 30, 2022	12,057,909	265,295	234,231	12,557,435
Investment income, net	197,199	3,683	-	200,882
Realized and unrealized loss on investments	1,204,933	22,508	-	1,227,441
Use of board designated funds for operations	(400,000)	-	-	(400,000)
Contributions	63,596	-	-	63,596
Net assets released from restrictions	-	(45,842)	-	(45,842)
Balance June 30, 2023	<u>\$ 13,123,637</u>	<u>\$ 245,644</u>	<u>\$ 234,231</u>	<u>\$ 13,603,512</u>

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2023 and 2022****8. Net Patient Service Revenue**

Net patient service revenue is as follows:

	<u>2023</u>	<u>2022</u>
Medicare	\$ 12,760,296	\$ 10,455,442
Medicaid	907,321	387,618
Other third-party payers	1,244,667	1,910,515
Private pay	<u>245,023</u>	<u>264,764</u>
Total	<u>\$ 15,157,307</u>	<u>\$ 13,018,339</u>

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with such laws and regulations can be subject to future government review and interpretation as well as significant regulatory action including fines, penalties and exclusion from the Medicare and Medicaid programs. The Association believes that it is in substantial compliance with all applicable laws and regulations. However, there is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in net patient service revenue in the year that such amounts become known.

The Association provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Association does not pursue collection of amounts determined to qualify as charity care, they are not reported as revenue.

The Association provided services in other health-related activities, primarily to indigent patients; at rates substantially below cost. For certain activities, services were provided without charge. The Association estimates the costs associated with providing the other health-related activities by applying Medicare cost report methodology to determine program costs less any net patient revenue generated by the program. The estimated costs incurred in these activities amounted to \$1,585,931 and \$1,310,676 for the years June 30, 2023 and 2022, respectively.

The Association is able to provide these services with a component of funds received through local community support and state grants. Local community support consists of contributions received directly from the public, United Way, municipal appropriations, and investment income earned from assets limited as to use. Federal and state grants consisted of monies received from the State of New Hampshire.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

In assessing collectability, the Association has elected the portfolio approach. This portfolio approach is being used as the Association has similar contracts with similar classes of patients. The Association reasonably expects that the effect of applying a portfolio approach to a group of contracts would not differ materially from considering each contract separately. Management's judgment to group the contracts by portfolio is based on the payment behavior expected in each portfolio category. As a result, management believes aggregating contracts (which are at the patient level) by the particular payor or group of payors results in the recognition of revenue approximating that which would result from applying the analysis at the individual patient level.

9. Functional Expenses

The Association provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	<u>2023</u>	<u>2022</u>
Program services		
Salaries and benefits	\$ 12,088,234	\$ 11,153,760
Program supplies	914,679	626,467
Travel	405,376	391,355
Contract services	1,061,658	1,010,901
Other operating expenses	1,235,334	1,066,802
Depreciation and amortization	<u>259,781</u>	<u>312,626</u>
Total program services	<u>15,965,062</u>	<u>14,561,911</u>
Administrative and general		
Salaries and benefits	1,711,404	1,797,324
Travel	93,474	93,373
Contract services	1,331,789	1,119,986
Other operating expenses	174,865	171,937
Depreciation and amortization	<u>36,773</u>	<u>50,386</u>
Total administrative and general	<u>3,348,305</u>	<u>3,233,006</u>
Total	<u>\$ 19,313,367</u>	<u>\$ 17,794,917</u>

Management's estimate of cost allocations at a functional level is based on Medicare cost report methodology.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2023 and 2022

#### 10. Commitments and Contingencies

##### Leases

The Association's operating leases are for its office facilities with varying expiration dates. The following is a schedule, by fiscal year, of future minimum lease payments and reconciliation to the consolidated balance sheet:

2024		\$	74,399
2025			63,163
2026			45,238
2027			<u>41,938</u>
Total lease payments			224,738
Less present value discount			<u>10,755</u>
Operating lease obligations		\$	<u><u>213,983</u></u>
Weighted-average remaining lease term			3.51 years
Weighted-average discount rate			3.05%

Operating lease costs incurred amounted to \$65,007 in 2023 and \$69,302 in 2022, which approximated the cash paid for leases.

##### Malpractice Insurance

The Association maintains medical malpractice insurance coverage on a claims-made basis. The Association is subject to complaints, claims, and litigation due to potential claims which arise in the normal course of business. U.S. GAAP requires the Association to accrue the ultimate cost of malpractice claims when the incident that gives rise to claim occurs, without consideration of insurance recoveries. Expected recoveries are presented as a separate asset. The Association has evaluated its exposure to losses arising from potential claims and determined no such accrual is necessary at June 30, 2023 and 2022. The Association intends to renew coverage on a claims-made basis and anticipates that such coverage will be available in future periods.

#### 11. Retirement Plan

The Association sponsors a defined contribution plan. The retirement contributions by the Association amounted to \$187,425 in 2023 and \$154,133 in 2022.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2023 and 2022

**12. Concentration of Risk**

The Association grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. Following is a summary of accounts receivable, by funding source:

	<u>2023</u>	<u>2022</u>
Medicare	69 %	65 %
Medicaid and other third-party payers	<u>31</u>	<u>35</u>
Total	<u>100 %</u>	<u>100 %</u>

**13. Subsequent Events**

For financial reporting purposes, subsequent events have been evaluated by management through December 19, 2023, which is the date the consolidated financial statements were available to be issued.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

We have audited, in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Home Healthcare, Hospice & Community Services, Inc. and Affiliate (the Association), which comprise the consolidated balance sheet as of June 30, 2023, and the related consolidated statements of operations, changes in net assets, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated March 28, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Association's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal controls, described in the accompanying schedule of findings and questioned costs as item 2023-001, that we consider to be a significant deficiency.

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Association's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the consolidated financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **The Association's Response to the Finding**

Government Auditing Standards requires the auditor to perform limited procedures on the Association's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The Association's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Association's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Association's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Berry Dawn McNeil & Parker, LLC*

Manchester, New Hampshire  
December 19, 2023



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Home Healthcare, Hospice & Community Services, Inc. and Affiliate's (the Association) compliance with the types of compliance requirements described in the Office of Management and Budget *Compliance Supplement* that could have a direct and material effect on each of the Association's major federal programs for the year ended June 30, 2023. The Association's major federal programs are identified in the Summary of Auditor's Results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Association complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Association and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Association's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Association's federal programs.

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Association's compliance with the requirements of each of its major federal programs as a whole.

In performing an audit in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Association's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Association's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2023-002. Our opinion on each major federal program is not modified with respect to this matter.

*Government Auditing Standards* requires the auditor to perform limited procedures on the Association's responses to the noncompliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Association's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

### Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses and significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be a material weaknesses.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal controls over compliance described in the accompanying schedule of findings and questioned costs as items 2023-002, 2023-003, and 2023-004 to be material weaknesses.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the Association's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Association's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Berry Dunn McNeil & Parker, LLC*

Manchester, New Hampshire  
March 28, 2024

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Schedule of Expenditures of Federal Awards**

**Year Ended June 30, 2023**

<u>Federal Grant/Pass-Through Grantor/Program Title</u>	<u>Federal AL Number</u>	<u>Contract/Pass- Through Identifying Number</u>	<u>Total Federal Expenditures</u>
<b>Major Programs</b>			
<b><u>United States Department of Health and Human Services</u></b>			
Pass-through State of New Hampshire Department of Health and Human Services			
Social Services Block Grant			
	93.667	1051526 & 1054065	\$ 249,366
	93.667	1051526	25,692
	93.667	1051598 & 1054074	<u>213,641</u>
<b>Total Social Service Block Grant</b>			<u>488,699</u>
<b><u>Division of Public Health Services</u></b>			
	93.558		<u>205,234</u>
<b>Total Major Programs</b>			<u>693,933</u>
<b>Non-Major Programs</b>			
<b><u>United States Department of Transportation</u></b>			
Pass-through State of New Hampshire Department of Transportation Formula Grants for Rural Areas and Tribal Transit Program			
	20.509	N/A	<u>275,570</u>

The accompanying notes are an integral part of the schedule.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Schedule of Expenditures of Federal Awards (Concluded)

Year Ended June 30, 2023

<u>Federal Grant/Pass-Through Grantor/Program Title</u>	<u>Federal AL Number</u>	<u>Contract/Pass -Through Identifying Number</u>	<u>Total Federal Expenditures</u>
<b><u>United States Department of Health and Human Services</u></b>			
Pass-through State of New Hampshire Department of Health and Human Services Aging Cluster Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers	93.044	1051598 & 1054074	38,953
	93.044	1051526 & 1054065	8,658
	93.044	1051526	26,292
Title III, Part C Nutrition Services	93.045	1051598 & 1054074	<u>291,925</u>
Total Aging Cluster			<u>365,828</u>
<b><u>Division of Public Health Services</u></b>			
Pass-through State of New Hampshire Bureau of Maternal and Child Health Promoting Safe and Stable Families	93.556		22,615
Division for Child, Youth and Families Stephanie Tubbs Jones Child Welfare Services	93.645		4,597
Maternal, Infant and Early Childhood Home -Visiting Grant	93.870		154,193
Maternal and Child Health Services	93.994		<u>6,039</u>
Total Division of Public Health Services			<u>187,444</u>
Total Non-Major Programs			<u>828,842</u>
Total Expenditures of Federal Awards			\$ <u>1,522,775</u>

The accompanying notes are an integral part of the schedule.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Schedule of Expenditures of Federal Awards

Year Ended June 30, 2023

#### 1. Basis of Presentation

The amount reported on the accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal grant activity of Home Healthcare, Hospice & Community Services, Inc. and Affiliate (the Association) for the year ended June 30, 2023. The information in this Schedule is presented in accordance with requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a portion of the operations of the Association, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Association.

#### 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

The Association has not elected to use the 10% de minimis indirect cost rate.

#### 3. Indirect Costs

The Association does not participate in government grants or contracts that provide for specific indirect cost recovery rates.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Schedule of Findings and Questioned Costs

Year Ended June 30, 2023

Section I. Summary of Auditor's Results

Consolidated Financial Statements

Type of auditor's report issued:  
Internal control over financial reporting:

Unmodified

Material weakness(es) identified?  
Significant deficiency(ies) identified not considered to be material weaknesses?

yes  no   
 yes  none reported  
 yes  no

Noncompliance material to financial statements noted?

Federal Awards

Internal control over major programs:

Material weakness(es) identified?  
Significant deficiency(ies) identified not considered to be material weaknesses?

yes  no  
 yes  none reported

Type of auditor's report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?

yes  no

Identification of major programs:

AL Number(s)

Name of Federal Program or Cluster

93.558

United States Department of Health and Human Services  
Assistance for Needy Families

93.667

United States Department of Health and Human Services  
Social Service Block Grant

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

yes  no

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Schedule of Findings and Questioned Costs (Continued)**

**Year Ended June 30, 2023**

**Section II. Findings Relating to the Consolidated Financial Statements Which are Required to be Reported in Accordance with Government Auditing Standards**

**Finding Number: 2023-001**

**Criteria:** The Association is responsible for designing, implementing and maintaining effective internal controls over financial reporting that provide reasonable assurance that the internal controls will prevent misstatements or detect and correct misstatements on a timely basis, intentional or unintentional, from occurring.

**Condition Found:** As an additional procedure this year, we reviewed user access to the payroll software, Paycor. During our review, we noted 3 employees were listed with full user access that were terminated in a previous year. By not removing user access on the same day that an employee is terminated, the Association is vulnerable to the risk of an unauthorized access to the payroll system. In addition, we noted a large number of current employees with full access to the software.

**Cause and Effect:** There are no formal procedures documented to review the payroll access rights to determine if the assigned access rights are appropriate. As a result, there is potential that an error or misstatement related to payroll may not be prevented, or detected and corrected, on a timely basis.

**Recommendation:** We recommend that management implement a process to review employee user access to all systems and remove individuals as applicable during the termination process. We also recommend management re-evaluate system access rights and assign access to employees based on only the functions needed to perform job responsibilities.

**Views of a Responsible Official and Corrective Action Plan:** Management agrees with the finding and the recommendation. See Corrective Action Plan on page 39.

**Section III. Findings and Questioned Costs for Federal Awards**

**Finding Number: 2023-002**

**Information on the Federal Program:** Federal Agency: U.S. Department of Health and Human Services  
Program Name: Temporary Assistance for Needy Families  
AL: 93.558  
Federal Award Year: Year Ended June 30, 2023

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Schedule of Findings and Questioned Costs (Continued)**

**Year Ended June 30, 2023**

Federal Agency: U.S. Department of Health and Human Services

Program Name: Social Services Block Grant

AL: 93.667

Federal Award Identification Number: 1051598, 1054074, 1051526,  
1054065

Federal Award Year: Year Ended June 30, 2023

**Specific Requirement:** The cost principles in 2 CFR, Part 200, Subpart E (Cost Principles) are required for the administration of federal awards of Nonprofit organizations.

**Condition Found:** During our audit, we noted the Association had charged the following expenditure to the grant that were deemed to be unallowable based on the Cost Principles:

- An increase to the allowance for payment adjustment recorded as bad debt expense for a total of \$372.

During our audit, we noted that Association had charged the following expenditures to the grant that were deemed to be unallowable with restrictions. We did not see any further guidance in the grant agreement to determine these were allowable costs:

- License and rental fees paid to participate in the State of New Hampshire Charitable Gaming program of \$2,125.

**Context:** We sampled 40 expense transactions under the Social Service Block Grant and 15 expenses under the Temporary Assistance for Needy Families Grant and noted three transactions that were not consist with the Cost Principles.

**Questioned Costs:** \$2,497

**Cause and Effect:** The Association was unaware of the Allowable Costs and Cost Principles requirements as it relates to expenditures charged to the grant.

**Identification as a Repeat Finding, if Applicable:** N/A

**Recommendation:** We recommend the Association implement a process to review all expenditures that are charged to the grant to verify that are allowable under the Federal Cost Principles.

**Views of a Responsible Official and Corrective Action Plan:** Management agrees with the finding and the recommendation. See Corrective Action Plan on page 39.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Schedule of Findings and Questioned Costs (Continued)**

**Year Ended June 30, 2023**

**Finding Number:** 2023-003

**Information on the Federal Program:**

Federal Agency: U.S. Department of Transportation  
Program Name: Formula Grants for Rural Areas and Tribal Transit Program  
AL: 20.509;  
Federal Award Identification Number: 04-96-96-964010-2916-072-500575  
Federal Award Year: Year Ended June 30, 2023

**Specific Requirement:**

Required by 2 CFR, Part 200 for federally funded programs, when an institution enters into a covered transaction with an entity or individual, an institution must verify that the vendor or employee is not suspended or debarred or otherwise excluded from participating in federal programs. Generally, a covered transaction is a transaction expected to equal or exceed \$25,000 and be funded with federal dollars. This verification may be accomplished by checking the System for Award Management (SAM), formerly the Excluded Parties List System, maintained by the General Services Administration, collecting a certification from the vendor, or by adding a clause or condition to the covered transaction.

**Condition Found:**

In response to finding 2022-001, the Association reviewed SAM for vendors when they reached the covered threshold. During our audit, we noted the Association only reviewed the SAM for vendors when they reached the covered threshold rather than when they started being paid under the grant. The Association is at risk of paying a vendor that has been suspended or debarred because the check is not performed until they reach a specific threshold.

**Context:**

Based on our testing, we noted that of the 6 vendors selected for tested, while they were checked against the SAM listing, this review was not performed until after the reached the covered threshold of \$25,000.

**Questioned Costs:**

None.

**Cause and Effect:**

The Association was unaware of the risk associated with the payments to vendors leading up to the \$25,000 threshold. The Association could identify a vendor that has been suspended or debarred from a federal program after they have already reached the \$25,000 and been paid under through the specific grant. The Association could also miss a vendor due to human error when reviewing the payments to vendors on a quarterly basis vendors are only checked once they have been identified through the manual process of reviewing for payments to vendors over \$25,000.

**Identification as a Repeat Finding, if Applicable:**

Yes, 2022-001.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Schedule of Findings and Questioned Costs (Continued)**

**Year Ended June 30, 2023**

**Recommendation:** We recommend the Association implement a process to compare all vendors paid under federal grants to the SAM at least annually. The Association should maintain documentation that the comparison has been performed.

**Views of a Responsible Official and Corrective Action Plan:**

Management agrees with the finding and the recommendation. See Corrective Action Plan on page 40.

**Finding Number:** **2023-004**

**Information on the Federal Program:**

Federal Agency: U.S. Department of Health and Human Services  
Program Name: Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers  
AL: 93,044, 93,045  
Federal Award Identification Number: 151598, 1054074, 1051526, 105065  
Federal Award Year: Year Ended June 30, 2023

Federal Agency: U.S. Department of Health and Human Services  
Program Name: Social Services Block Grant  
AL: 93,667  
Federal Award Identification Number: 1051598, 1054074, 1051526, 1054065  
Federal Award Year: Year Ended June 30, 2023

**Specific Requirement:**

The grant agreement requires the Association to submit the following reporting to the State of New Hampshire's Department of Health and Human Services that are properly supported by internal documentation: Monthly reimbursement requests indicating the number of meals delivered, Quarterly Program Service Reports, semi-annual Home-Delivered Data Forms.

**Condition Found:**

During our audit, we noted the Association does not maintain documented evidence of the reconciliation of the monthly, quarterly or semi-annual reporting requirements for the Congregate Home-Delivered meals program provided to the State to their internal statistical tracking. We did note the client included evidence of a review and approval of the billing invoice, however, we were unable to reconcile the source documents to the billing invoice.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Schedule of Findings and Questioned Costs (Concluded)**

**Year Ended June 30, 2023**

<b>Context:</b>	Based on our testing, we noted on reports the month of June 2023, there were more meals delivered than the number of meals submitted for reimbursement. We also noted the reports are generated from a meal count schedule that is updated on an on-going basis without distinct cut-off by month. This does not allow for reconciliation to be performed based on the reporting period.
<b>Questioned Costs:</b>	None.
<b>Cause and Effect:</b>	The Association was unaware of the requirement to maintain clear supporting documentation for the required reporting under the grant.
<b>Identification as a Repeat Finding, if Applicable:</b>	Yes, 2022-002
<b>Recommendation:</b>	We recommend the Association implement a process to properly support the monthly, quarterly and semi-annual reporting requirements that consists of clear support documentation that shows evidence of a preparer and reviewer for all components that reconcile to the corresponding reporting requirement,
<b>Views of a Responsible Official and Corrective Action Plan:</b>	Management agrees with the finding and the recommendation. See Corrective Action Plan on page 40.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**

**Summary Schedule of ~~Prior~~ Audit Findings**

**Year Ended June 30, 2023**

**Section I. Findings Relating to the Consolidated Financial Statements Which are Required to be Reported in Accordance with Government Auditing Standards**

None noted.

**Section II. Findings and Questioned Costs for Federal Awards**

**Finding Number: 2022-001**

Information on the Federal Program:

Federal Agency: U.S. Department of Transportation  
Program Name: Formula Grants for Rural Areas and Tribal Transit Program  
AL: 20.509  
Federal Award Identification Number: 04-96-96-964010-2916-072-500575  
Federal Award Year: Year Ended June 30, 2022

Condition Found:

During our audit, we noted the Association did not review the SAM for vendors meeting the covered transaction threshold.

Recommendation:

We recommended the Association implement a process to compare all vendors meeting the \$25,000 threshold funded by any federal program to the SAM at least annually and when a new vendor is entered into the accounting system. The Association should maintain documentation that the comparison has been performed.

Status:

Partially resolved. (See finding 2023-003)

**Finding Number:**

**2022-002**

Information on the Federal Program:

Federal Agency: U.S. Department of Health and Human Services  
Program Name: Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers  
AL: 93,044, 93,045  
Federal Award Identification Number: 151598, 1054074, 1051526, 105065  
Federal Award Year: Year Ended June 30, 2022

Condition Found:

During our audit, we noted the Association does not maintain documented evidence of the reconciliation of the monthly, quarterly or semi-annual reporting requirements for the Congregate Home-Delivered meals program provided to the State to their internal statistical tracking.

Recommendation:

We recommended the Association implement a process to properly support the monthly, quarterly and semi-annual reporting requirements that consists of clear support documentation that shows evidence of a preparer and reviewer for all components that reconcile to the corresponding reporting requirement.

Status:

Partially resolved. (See finding 2023-004)



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**Home Healthcare, Hospice & Community Services, Inc. and Affiliate**  
**Corrective Action Plan**  
Year ended June 30, 2023  
EIN 02-0464932 & 02-0360640

**New Hampshire Department of Health and Human Services**

Home Healthcare, Hospice & Community Services, Inc. respectfully submits the following corrective action plan for the findings associated with the audit for fiscal year ended June 30, 2022.

**Audit period: Year ended June 30, 2023**

The findings from the auditor's schedule of findings are discussed below.

**Finding 2023-001 Corrective Action Plan**

The Accounting Manager will educate the Senior Management Team so that all departments are aware of this finding and the steps to prevent its recurrence. The Payroll and Accounting Manager will review and revise current processes to ensure access to payroll software, Paycor and Paylocity, is limited to active employees. Terminated employees will be limited to viewing their personal information only. Payroll staff will notify Human Resources once the last payroll check has been processed. Human Resources will be responsible for deactivating employee in payroll software. Monthly review of access rights with the payroll software will be completed by Payroll Manager and relayed to Human Resources. Updated procedures will be documented, and payroll staff will be trained on the new procedures.

Responsible Party: Judy Arellano & Richard Marion  
Accounting Manager / Payroll Manager  
603-352-2253

Anticipated Completion Date: 4/30/24

**Finding 2023-002 Corrective Action Plan**

The Accounting Manager will educate the Senior Management Team so that all departments are aware of this finding and the steps to prevent its recurrence. The Accounting Manager will work in conjunction with the AP Staff Accountant and/or Senior Assistant to ensure all expenditures being charged to grant are allowable based on Federal Cost Principles. Allowance for bad debt will be eliminated for programs that receive grant funding. Procedures will be revised as necessary and documented and staff will be trained on the new procedures.

Responsible Party: Judy Arellano  
Accounting Manager  
603-352-2253

Anticipated Completion Date: 4/30/24

312 Marlboro Street  
PO Box 564  
Keene, NH 03431  
603-352-2253 • 800-541-4145

33 Arborway  
Charlestown, NH 03603  
603-828-3322

9 Vose Farm Road  
Suite 110, Box 8  
Peterborough, NH 03458  
603-532-8353

**Finding 2023-003 Corrective Action Plan**

The Accounting Manager will educate the Senior Management Team so that all departments are aware of this finding and the steps to prevent its recurrence. The Accounting Manager will work in conjunction with the AP Staff Accountant and/or Senior Accountant to ensure all vendors are added to Provider Trust regardless of dollar amount or program being charged. Prior year finding procedure was to review quarterly all vendors that reached the threshold of \$25,000 would be added to Provider Trust for monitoring. The revised process will include all active vendors will be added to Provider Trust. Procedures will be revised as necessary and documented. Staff will be trained on new procedure.

Responsible Party: Judy Arellano  
Accounting Manager  
603-352-2253  
Anticipated Completion Date: 4/15/24

**Finding 2023-004 Corrective Action Plan**

The Accounting Manager will educate the Senior Management Team so that all departments are aware of this finding and the steps to prevent its recurrence. The Accounting Manager will work in conjunction with the Grant/Staff Accountant and/or Senior Accountant to ensure that monthly Meals on Wheels spreadsheet totals reconcile with the meals within the Serv Tracker reporting. Procedures will be revised as necessary and documented. Staff will be trained on new procedure.

Responsible Party: Judy Arellano  
Accounting Manager  
603-352-2253  
Anticipated Completion Date: 4/15/24



Home Healthcare  
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and VNA at HCS, Inc.

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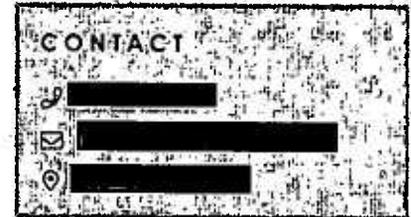
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603-828-3322

9 Vose Farm Road  
PO Box 496  
Peterborough, NH 03458  
603-532-8353

# JESSICA CANTRELL

## SUMMARY

Motivated applicant with excellent interpersonal skills. Positive, creative thinker who is passionate about supporting individuals and families in need. Recent work as both a full spectrum doula and as a Waldorf teacher has provided ongoing opportunities to learn to support a diverse population. Applicant possesses a passion for connecting individuals to applicable resources.



## EXPERIENCE

### Bakery Associate

Orchard Hill Bread | Airstead, NH | June 2023 - Current

- Ensured compliance with health regulations related to food handling and storage.
- Trained new employees in proper bakery procedures and techniques.
- Kept records of production batches and output amounts produced daily.
- Organized workstations for efficient workflow between bakers.
- Responded quickly to any issues that arose during baking process.
- Provided excellent customer service by answering questions about products or taking orders from customers.
- Performed floor moves, merchandising, display maintenance and housekeeping to keep sales areas well-stocked, organized and current.
- Maintained knowledge of sales and promotions, return policies and security practices.

### Doula

Holistic Birth & Beyond | Keene, NH | January 2022 - Current

- Provided emotional and physical support to families throughout labor, delivery, and the postpartum period.
- Provided educational information on the stages of labor, pain management techniques, breastfeeding, and newborn care.
- Assisted clients in developing birth plans that best served their needs and wishes for their childbirth and postpartum experience.
- Served and supported a diverse client population, including those who sought assistance from IVF/surrogacy to grow their families.
- Facilitated communication between client and medical staff during labor and delivery process.
- Researched local services available to meet the needs of each particular family.
- Offered compassionate listening ear for any concerns or fears related to pregnancy or childbirth.
- Helped create an atmosphere of respect between birthing person and healthcare providers.
- Collaborated with other doulas in order to provide best possible care for clients.
- Maintained compliance with HIPAA protocols to safeguard patient privacy.

### Assistant Teacher

Spring Hill Children's Center | Keene, NH | August 2021 - Current

- Built and strengthened positive relationships with students, parents and teaching staff.

## SKILLS

- Remote Office Availability
- Relationship Building
- Team Collaboration
- Organization and Multitasking
- Email and Telephone Etiquette
- Emotional Awareness
- Multitasking and Organization
- Strategic Planning
- Documentation and Recordkeeping
- Scheduling and Calendar Management

## EDUCATION AND TRAINING

### Associate of Arts

Liberal Arts  
Southern New Hampshire University,  
New Hampshire  
June 2018

- Remained calm and patient in student interactions to support individual growth and development.
- Participated in workshops, trainings and conferences to improve educational skills as an anthroposophical educator.
- Collaborated with other staff members to ensure student success.
- Facilitated communication between families and school personnel about issues relating to students' progress and success at school.
- Promoted a cooperative learning environment that encourages collaboration among students.
- Interacted positively with children to encourage development and involvement in activities, treating each child with dignity and respect.
- Protected confidential information related to staff and families.
- Participated in parent-teacher conferences to discuss children's development and progress.

#### **Homeschool Educator**

*Self-employed | New Ipswich, NH | August 2016 - June 2020*

- Developed individualized lesson plans for each student based on their learning styles, abilities and interests.
- Assessed student progress through regular testing and observation.
- Collaborated with other home educators to develop engaging curricula that met state standards.
- Adapted instructional materials to meet the needs of diverse learners.
- Encouraged critical thinking skills through open-ended questions and problem solving activities.
- Integrated technology into daily lessons when appropriate.
- Utilized multimedia resources such as videos, podcasts, and online games to supplement instruction.
- Designed creative assessment tools such as portfolios, rubrics, journals, to evaluate student mastery of concepts.

#### **Gestational Carrier**

*ConceiveAbilities | Denver, CO | January 2019 - March 2020*

## Sarah Davis

### WORK EXPERIENCE

#### **Social Worker**

Home Healthcare, Hospice & Community Services  
Healthy Starts Program - Keene, NH -

2015 -12 to present

Job Description: Provide assistance to clients and families in developing and implementing an appropriate plan of care to meet their needs. Conduct case finding activities in the community, and help families access all available support services for a healthy family.

#### **Case Manager**

Easter Seals of New Hampshire - Brattleboro, VT -

2015-12 to 2018-04

Job Description: provide family-centered support services to families; identify potential resources for resolving clients' health, psychosocial, or financial problems; work directly with the Department for Children Youth and Families, CASA, and mental health agencies to coordinate care for the families; participate in interdisciplinary team meetings and trainings; create treatment plans, monthly reports and court reports.

#### **Mental Health Worker**

The Brattleboro Retreat - Brattleboro, VT -

2015-05 to 2015 - 12

Job Description: help meet the needs of children, adolescents and adults who have been hospitalized for mental health and addiction issues; provide direct supervision and patient support, engage patients in therapeutic activities, organize and run group programs.

#### **Children's Case Manager**

MFS in Keene - Keene, NH -

2010-06 to 2015-05

Job Description: provided community-based, family-centered support services to families; developed and facilitated services, partnered with community resources to address needs; consulted with community agencies and committees to identify potential resources for resolving clients' health, psychosocial, or financial problems; participated in interdisciplinary meetings.

**Eighth-Grade Inclusion Teacher**

SAU29

- Keene, NH -

2007-08 to 2010-08

Job Description: worked alongside students in the classroom, tutored them in academics and guided their behavior all within a team environment.

**EDUCATION**

**BA in Sociology**

Keene State College

- Keene, NH -

2001 - 2006

**Associate in Chemical Dependency**

Keene State College

- Keene, NH -

2002-01 to 2004-05

**Minor in Art**

Keene State College

- Keene, NH -

**PUBLICATIONS**

**My Boat and Me**

<http://9780692929766>

**ADDITIONAL INFORMATION**

1. Dependable and organized; strong work ethic
2. Work well with others and independently
3. Great communication skills; personable
4. Strong ability to multi task

# RACHEL KOWALSKY

## OBJECTIVE

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To obtain employment in a setting that will benefit from both my knowledge of the outdoors and counseling.

## EDUCATION

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2006 - 2008 Antioch University New England Keene, NH  
*MA Clinical Mental Health Counseling*

2004 - 2004 East Carolina University Greenville, NC  
*BA Psychology*

1990 - 1996 Lyndon State College Lyndonville, VT  
*BS Communications Minor: Psychology*

## PROFESSIONAL MEMBERSHIPS

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2006 American Mental Health Counseling Association Member

2004 PSI CHI National Honor Society Inductee

## PRACTICAL AND INTERNSHIP EXPERIENCE

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2007 - 2008 FOCUS Cheshire Medical Center Keene, NH  
*Second Year Intern*

Responsible for adolescent therapy (ages 12 to 18) in a partial hospitalization milieu setting. Duties include participation in various activities, psycho-educational groups, group and individual therapy sessions corresponding to individual treatment plans. Family therapy facilitator to assigned clients and participation in multi family group therapy. Other activities include daily staff meetings, school meetings, and writing daily charts.

2007 - 2007 Clinical and Support Options Inc Athol, MA  
*First Year Intern*

Responsible to carry a small caseload of clients (ages 10 to 40). Duties include carrying out the initial diagnostic interview and documentation of the interview. Weekly therapy sessions (Play therapy, CBT, RBT, Anger Management, and Talk therapy). Other duties include: Attendance to all individual and group supervisions, Grand Rounds, and staff meetings.

2006 - 2006 Clinical and Support Options Inc Athol, MA  
*Practicum Student*

Responsible to explain the intake process to new clients entering the agency system and observing the intake under a licensed clinician. Other duties include: Observation of therapeutic groups within the agencies SOAP program and documentation of client's participation. Other duties include: All supervision meetings, Grand Rounds, Staff and Community Organization Meetings.

## WORK EXPERIENCE

---

2015 – Present Home Healthcare, Hospice & Community Services Keene, NH  
Healthy Starts

*Social Worker*

Provide assistance to clients and families in developing and implementing an appropriate plan of care to meet their needs. Conduct case finding activities in the community, and help families access all available support services for a healthy family.

2014 - 2015 YOU Inc., Cottage Hill Academy Baldwinville, MA

*Clinician*

Work with children and adolescents in short term crisis stabilization treatment. Provide individual, group, and family therapy to a case load of 6 students. Responsible to write all supporting documentation, clinical notes, and reports.

Feb 2014 to October 2014 Crotched Mountain School Greenfield, NH

*Para Educator II*

Provide one to one classroom support for students with emotional, developmental, and other pervasive disabilities. Also provide residential support on vacations and holidays. Taking students on activities and providing social skills training.

2012-2013 Greater Nashua Mental Health Center Nashua, NH

*Child and family Outreach Therapist*

Provide therapeutic services to adolescents, children, and their families in an out patient clinic, at school, or in the home. Responsibilities include treatment planning and team consultation, referral to appropriate services, and monitoring of progress. Other responsibilities include: completion of required documentation for records, agency trainings and seminars, weekly staff meetings, and collateral contact meetings.

2010- 2012 Becket Family of Services Keene, NH

*Permanency Specialist/ Case Manager/ Therapist*

Provide intensive in home services to adolescents that are involved in the juvenile justice system. Responsible for following through from referral to intake to treatment planning for adolescents, providing individual and family therapy, support for court appearances, educational support, and advocacy for the child. Other responsibilities include: completion of required documentation for records, court reports, weekly and monthly updates, agency trainings and seminars, weekly staff meetings, Monthly agency meetings, and collateral contact meetings.

2008 – 2010 Phoenix House Academy Dublin, NH

*Primary Counselor*

Carry a case load of adolescent substance abuse clients (6 maximum ages 13 to 18). Responsible for treatment planning, assessment, individual and group therapy in a therapeutic community setting. Additional duties include: monitoring daily milieu activities, maintaining records, communication with parents and law enforcement as needed. Attendance at weekly staff meetings, treatment team meetings, and required trainings.

References available upon request

## **Rebecca Joki Provencher RN, BSN**

### **Education**

**Master of Nursing student, present**  
Southern New Hampshire University  
On-line, Manchester, NH.

**Bachelor of Science in Nursing, May 1999**  
Fitchburg State College  
Fitchburg, Ma.

### **Experience**

**Pediatric Manager, October 2013-Present**  
Home Healthcare Hospice and Community Services  
Keene, NH  
Supervision of RNs, LPNs and LNAs in the Pediatric program. Manage each child's medical needs, scheduling and psych-social needs with a family-centered approach. Provide education and training for staff and families. Increased caseload by 150% in a year.

**Customized Care Clinical Manager, September 2009-October 2013**  
Home Healthcare Hospice and Community Services  
Keene, NH  
Supervision of RNs, LPNs, and LNAs in the Customized Care department as well as the Choices For Independence program. Responsible for the coordination of the Katie Beckett(pediatric) program.

**Support Services Manager, May 2006-September 2009**  
Home Health Hospice & Community Services  
Keene, NH.  
Manage the Home Health Aids in the VNA, as well as the Choices For Independence program.

**Registered Nurse, September 2001-May 2006**  
Home Health Hospice & Community Services  
Worked in pediatric private duty. Also worked as substitute RN supervisor in private duty. Made routine VNA visits as well as assisted with telemonitoring installations.

**RN/LNA supervisor, Sept 1999-Sept 2001**  
Cedarcrest Inc. Keene, NH.

Medication administration and treatments, assessments,  
scheduled and supervised 2<sup>nd</sup> shift LNAs.

**Medical Assistant/RN, Summer 1999**

Dr. J. B. Krasner, Sudbury, MA.

General practice, assisted with the flow of the office.

Phlebotomy, intake and triage.

**Community  
Activities**

**Monadnock Center for Violence Prevention**

Board Member serving on governance committee

May 2010-present

Board Chair 2012, 2013

**Big Brothers Big Sisters**

August 2010-August 2014

**Girl Scouts of America:**

Lifetime member

Received the Gold Award in 1995.

## Melinda Vonderhorst

### Work Experience

Home Healthcare, Hospice and Community Services, Keene NH, 2009-present  
Registered Nurse Katie Becket Program: Provides skilled nursing care to medically-complex children in their home. Administers medications and treatments, documenting all assessed data. Communicates effectively with child's family and members of interdisciplinary team. Provides client and family education, taking time to listen and respond to questions and concerns with compassion.

Licensed Nursing Assistant, Customized Care & Katie Becket Program (2009-2014): Assisted with ADLs, nutrition and exercise. Worked under direct supervision of RN and part of interdisciplinary team that provided quality care to the client and their families.

### Credentials/Education

- State of New Hampshire Licensed Registered Nurse, valid through 4/2016
- American Heart Association BLS for Healthcare Providers through 6/2017
- *Bachelor of Science in Nursing*, Southern New Hampshire University, (online RN-BSN program) expected 10/2016
- *Associate of Science in Nursing*, River Valley Community College, Keene, NH Graduated 5/2014 Magna Cum Laude

### Other

Volunteer, David's House Lebanon, NH 2000-2012  
Hospitality Assistant: Welcome and acquaint guests with the house and its policies, field incoming calls. Provide emotional support to families.

Volunteer, Pregnancy Resource Center of the Monadnock Region  
Keene, NH 2001-2012  
Peer Counselor: Provide support for women and their partners facing unplanned pregnancy, Training in Parenting Series mentored classes, provides referrals to community agencies.

Member, Phi Theta Kappa Honor Society  
Member, American Nursing Association and New Hampshire Nursing Association

VNA at HCS, Inc. (Healthy Starts)

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jessica Cantrell	Social Worker	\$35,350	100	\$35,350
Sarah Davis	Social Worker	\$40,981	100	\$40,981
Rachel Kowalsky	Social Worker	\$52,221	100	\$52,221
Open Position	Social Worker	\$40,482	100	\$40,482
Rebecca Provencher	RN	\$61,063	14	\$4,071
Melinda Vonderhorst	RN	\$25,482	6	\$3,640
Open Position	Program Manager	\$70,044	50	\$35,022



Lori A. Shibleyette  
Commissioner

Karen E. Heberl  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412- B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412- B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625- B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274- B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166- B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166- B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166- B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and VNA at HCS, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.5, Staffing, Subsection 1.5.7, Paragraph 1.5.7.1, to read:
  - 1.5.7.1. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

State of New Hampshire  
Department of Health and Human Services

8/29/2022  
Date

*Karen Hebert*  
Name: Karen Hebert  
Title: Division Director

VNA at HCS, Inc.

8/29/2022  
Date

*Maura McQueeney*  
Name: Maura McQueeney  
Title: CEO/COO HCS



21  
MAN

Lori A. Shiblette  
Commissioner

Christine L. Santastefano  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbha.nh.gov

June 26, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner



**New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Scoring Sheet**

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>LRCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint - Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

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FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-2968000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS; HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

100% Federal, CEBA #23,645, Title IV-B

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-11002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,023.60

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154763-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORLIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

**THE FAMILY RESOURCE CENTER AT CORLIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-093-043-421010-19730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CPDA #21556, Promoting Safe and Stable Families

**WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,137.68	\$26,309.42

**WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

**WAYPOINT (FKJA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$551.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$551.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$551.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$551.25
Total:				\$8,884.00	\$2,221.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$219,999.00

05-095-042-421010-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBC

100% Federal Funds, CFDA #93.647, Title XX Grant  
 WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

FLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: PAIN INSTANTAN

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,452.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B003

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**TLC FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**TLC FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 163412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS  
 500% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN ISNITANF

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42103874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SOF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2024	644-504187	SGFSER SOF SERVICES	42105874	\$75,824.00
Total:				\$303,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR# 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SOF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SOF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (FKA Family First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$75,824.00
2024	644-504187	SGFSER SOF SERVICES	42105874	\$75,824.00
Total:				\$303,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SOF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030799	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SOF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SOF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030333	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030333	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030333	\$29,065.97
2024	644-504187	SOPSER SGF SERVICES	42105874	\$29,065.97
<b>Total:</b>				<b>\$116,263.88</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030333	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030333	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030333	\$30,000.52
2024	644-504187	SOPSER SGF SERVICES	42105874	\$30,000.52
<b>Total:</b>				<b>\$120,002.08</b>
<b>Sub-Total:</b>				<b>\$1,600,000.00</b>

02-995-090-902018-31906000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES; MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #22.994, Federal Funds from HHS

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
<b>Total:</b>				<b>\$21,576.00</b>

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
<b>Total:</b>				<b>\$25,949.20</b>

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
<b>Total:</b>				<b>\$23,216.00</b>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-0004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
<b>Total:</b>				<b>\$12,182.56</b>

**GREATER SEACOAST COMMUNITY HEALTH (FK/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
<b>Total:</b>				<b>\$25,944.00</b>

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
<b>Total:</b>				<b>\$30,556.24</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177714-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177231-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
<b>Total:</b>				<b>\$25,728.00</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
<b>Total:</b>				<b>\$29,036.00</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162413-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
<b>Total:</b>				<b>\$14,768.00</b>
<b>Sub-Total:</b>				<b>\$245,564.00</b>

**05-093-043-421010-19580000-645-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds**

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
<b>Total:</b>				<b>\$173,152.00</b>

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
<b>Total:</b>				<b>\$36,876.00</b>

**WAYPOINT (F/W/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
<b>Total:</b>				<b>\$204,000.00</b>

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-0004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

**GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154763-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$206,000.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IHHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,656,620.00	\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-01-COMPR-06)

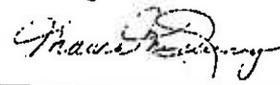
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name VNA at HCS, Inc.		1.4 Contractor Address 312 Marlboro Street Keene, NH, 03431	
1.5 Contractor Phone Number (603) 352-2253	1.6 Account Number 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734 05-095-045-450010-61270000-102-500731 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004	1.7 Completion Date June 30, 2024	1.8 Price Limitation \$1,156,692
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature  Date: 6/22/2020		1.12 Name and Title of Contractor Signatory Maura McQueeney, President/CEO	
1.13 State Agency Signature		1.14 Name and Title of State Agency Signatory	

Contractor Initials   
 Date 6/22/2020

<i>Christine Santaniello</i>	Date: 6/25/20	Christine Santaniello, Director, DEHS
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: <i>/s/Christen Lavers</i>		On: 6/28/20
1.17 Approval by the Governor and Executive Council (if applicable)		
G&C Item number:		G&C Meeting Date:

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

## 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

## 9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

## 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

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**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

- 1.1.1. The Contractor shall provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who:
  - 1.1.1.1. Are at risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy.
    - 1.1.1.1.2. Health and nutrition.
    - 1.1.1.1.3. Education and employment.
    - 1.1.1.1.4. Parenting challenges.
    - 1.1.1.1.5. Social isolation.
    - 1.1.1.1.6. Substance use disorders.
    - 1.1.1.1.7. Mental health events.
  - 1.1.1.2. Are at risk for child abuse and neglect;
  - 1.1.1.3. Are perinatal families of substance-exposed infants.
  - 1.1.1.4. Seek Comprehensive Family Support Services (CFSS) in a voluntary manner.
- 1.1.2. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 7:30 AM to 5:00 PM, excluding state and federal holidays.
- 1.1.4. The Contractor shall provide services at 312 Marlboro Street, Keene NH and other locations, as mutually agreed upon between the Contractor and the client, including during hours that accommodate families who may have non-traditional schedules or hours, within the Department of Health and Human Services Keene District Office Catchment Area.
- 1.1.5. The Contractor shall maintain the designation of a Qualified Family Resource Center (FRC-Q) and continue to work collaboratively with the Department to ensure a system of statewide CFSS, which includes, but is not limited to attending quarterly meetings for CFSS, as scheduled by the Department.
- 1.1.6. The Contractor shall provide voluntary CFSS to parents who may be experiencing social, emotional, physical and mental health events

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that interfere with their ability to parent their children. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families in three stages:

- 1.1.6.1. Prevention.
- 1.1.6.2. Early intervention.
- 1.1.6.3. Crisis.
- 1.1.7. The Contractor shall support the empowerment of families as advocates for themselves and their children by facilitating collaboration between communities and families to develop a comprehensive array of local, family-centered and culturally informed services.
- 1.1.8. The Contractor shall perform outreach to individuals and families through activities that may include, but are not limited to:
  - 1.1.8.1. Sending reminders to referral sources.
  - 1.1.8.2. Making community connections with community resources that may include, but are limited to:
    - 1.1.8.2.1. Libraries.
    - 1.1.8.2.2. Schools
    - 1.1.8.2.3. Town welfare offices.
  - 1.1.8.3. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.1.8.4. Developing and providing local newspapers and radio stations with press releases and community calendars of events.
- 1.1.9. The Contractor shall facilitate identification and evaluation of programs and services available to families experiencing conditions that may include, but are not limited to:
  - 1.1.9.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.9.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.9.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.9.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).

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- 1.1.9.5. Having income at or below 300% of the Federal Poverty Level.
- 1.1.9.6. Family history of domestic violence.
- 1.1.9.7. Child's insecure attachment in early years.
- 1.1.9.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
- 1.1.9.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
- 1.1.9.10. Having more than one (1) child under the age of three (3) years.
- 1.1.9.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.1.9.12. Home conditions presenting a health and/or safety risk to family members.
- 1.1.9.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
- 1.1.9.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.9.15. Families impacted by traumatic events.
- 1.1.9.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.9.17. Substance Use Disorder services.
- 1.1.10. The Contractor shall ensure services are multigenerational; trauma-informed; culturally responsive; strengths-based; and focused on empowering families. The Contractor shall ensure:
  - 1.1.10.1. Service activities include, but are not limited to providing:
    - 1.1.10.1.1. Evidence-based practices, where available.
    - 1.1.10.1.2. Education and direct services that support parent and child wellbeing.
    - 1.1.10.1.3. Case management.
    - 1.1.10.1.4. Access to a broad array of resources and referrals to respond to each family's needs, as appropriate.

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1.1.10.2. Services are delivered in an environment appropriate to the needs and convenience of the clients, which may include, but are not limited to:

1.1.10.2.1. Home-visiting services.

1.1.10.2.2. Community-based visits.

1.1.10.2.3. Parenting groups.

1.1.10.2.4. Workshops.

1.1.10.2.5. Playgroups.

**1.2. Assessments and Referrals**

1.2.1. The Contractor shall accept referrals from hospitals and medical centers for clients who have a Plan of Safe Care, which may include, but are not limited to:

1.2.1.1. Cheshire Medical Center.

1.2.1.2. Dartmouth Hitchcock Keene.

1.2.1.3. Monadnock Community Health.

1.2.1.4. Brattleboro Memorial Hospital.

1.2.1.5. Monadnock Birthing Center.

1.2.2. The Contractor shall assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with medical providers. The Contractor shall:

1.2.2.1. Provide early intervention for at risk pregnant and parenting families.

1.2.2.2. Prioritize pregnant parents with substance use disorder for support and assignment.

1.2.3. The Contractor shall complete a Family Assessment utilizing the Protective Factors Survey, 2nd Edition (PFS-2) for each family referred for services in order to:

1.2.3.1. Identify risk factors;

1.2.3.2. Determine appropriate CFSS; and

1.2.3.3. Provide appropriate CFSS.

1.2.4. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:

1.2.4.1. Parent education and support;

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- 1.2.4.2. Family mentoring and advocacy;
- 1.2.4.3. Medical and health education;
- 1.2.4.4. Early childhood education;
- 1.2.4.5. Literacy education and support; and
- 1.2.4.6. Life skills training.
- 1.2.5. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.5.1. Child Care Aware of New Hampshire.
  - 1.2.5.2. The Department of Health and Human Services District Offices for assistance with program eligibility determination.
  - 1.2.5.3. Special Medicaid Services, including Family Centered Early Supports and Services (FCESS).
  - 1.2.5.4. Family violence prevention agencies.
  - 1.2.5.5. Mental health services.
  - 1.2.5.6. Nutrition education and healthy foods.
  - 1.2.5.7. Instructional money management.
  - 1.2.5.8. Smoking cessation programs, including referrals to QuitWorks-NH.
  - 1.2.5.9. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.2.5.10. Independent living programs.
  - 1.2.5.11. Adult education.
  - 1.2.5.12. Literacy education.
  - 1.2.5.13. Employment services.
  - 1.2.5.14. Vocational rehabilitation services.
  - 1.2.5.15. NH Employment Security.
  - 1.2.5.16. Local medical resources, including but not limited to:
    - 1.2.5.16.1. Pediatricians.
    - 1.2.5.16.2. Obstetrician.
    - 1.2.5.16.3. Primary Care providers throughout state including but not limited to:

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- 1.2.5.16.3.1. Well sense.
- 1.2.5.16.3.2. NH Healthy Families.
- 1.2.5.16.3.3. Medicaid.
- 1.2.5.16.3.4. Private health insurance.
- 1.2.6. The Contractor shall provide referrals to the local SAU special education department for programs, as appropriate, that include but are not limited to:
  - 1.2.6.1. Free and reduced lunch.
  - 1.2.6.2. Summer camps for children who are impoverished and/or have a developmental disability.
  - 1.2.6.3. Holiday gift giving programs.
  - 1.2.6.4. Developmental and family support programs.
  - 1.2.6.5. The Door Way.
  - 1.2.6.6. Strength to Succeed.
  - 1.2.6.7. Kinship Navigation services.
  - 1.2.6.8. Caregiver support groups.
  - 1.2.6.9. Community events.
  - 1.2.6.10. Healthy Families America.
- 1.2.7. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.7.1. Distribute the Learn the Signs, Act Early materials;
  - 1.2.7.2. Report the number of families who received developmental screening education materials;
  - 1.2.7.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years; and
  - 1.2.7.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.
- 1.2.8. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.

**1.3. Home Visiting Services**

- 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on their strengths, being

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responsive to their needs, and ensuring voluntary participation of the families served. The Contractor shall ensure services include, but are not limited to:

1.3.1.1. Working with program participants to develop comprehensive goals to improve economic self-sufficiency by assisting parents developing a vision for the future that includes, but is not limited to:

1.3.1.1.1. Planning future pregnancies.

1.3.1.1.2. Continuing education.

1.3.1.1.3. Finding and maintaining employment.

1.3.1.1.4. Increasing Protective Factors of the family.

1.3.1.1.5. Obtaining secure housing.

1.3.1.1.6. Accessing community services.

1.3.1.1.7. Accessing parental education on topics that include, but are not limited to:

1.3.1.1.7.1. Child development.

1.3.1.1.7.2. Child behavior.

1.3.1.1.7.3. Child health.

1.3.1.1.7.4. Coping and problem solving skills.

1.3.1.1.7.5. Safety.

1.3.1.1.7.6. Parenting skills.

1.3.1.2. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.

1.3.1.3. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.

1.3.1.4. Providing information that promotes parent-child attachments that mitigate child maltreatment.

1.3.1.5. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:

1.3.1.5.1. All women have access to formal, validated screening for prenatal and postpartum depression.

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- 1.3.1.5.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
- 1.3.1.5.3. All participants are enrolled in primary care physician services.
- 1.3.1.5.4. Improvement in family health and functioning.
- 1.3.2. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.2.1. Growing Great Kids curriculum for parents of children up to five (5) years of age.
  - 1.3.2.2. Growing Great Families curriculum.
  - 1.3.2.3. Parents-as-Teachers curriculum.
  - 1.3.2.4. Positive Solutions for Families curriculum;
  - 1.3.2.5. SAMSHA's Anger Management curriculum, as appropriate.
  - 1.3.2.6. Circle of Security curriculum.
  - 1.3.2.7. Motivational interviewing.
  - 1.3.2.8. Reflective supervision.
- 1.3.3. The Contractor shall provide home visiting services and classes at a variety of times, which include early evenings, weekends, mornings and afternoons.
- 1.3.4. The Contractor shall provide meeting space in a community setting in instances in which the family may not feel comfortable meeting at their residence.
- 1.3.5. The Contractor shall ensure families have access to meetings in a manner that ensures safety for both the Family Resource Center staff and the families served by training the families how to utilize web-based meeting methods that include, but are not limited to:
  - 1.3.5.1. Zoom
  - 1.3.5.2. Google Classroom.
- 1.3.6. The Contractor shall ensure that the privacy of individuals served is maintained in any instance in which web-based meeting methods are utilized.

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- 1.3.7. The Contractor shall ensure additional supports are provided to families during academic and routine changes, which may include, but are not limited to:
  - 1.3.7.1. Delivering hard copies of applications for support services.
  - 1.3.7.2. Emotional learning activities.
  - 1.3.7.3. Gas cards.
  - 1.3.7.4. Phone cards.
  - 1.3.7.5. Data cards.
- 1.3.8. The Contractor shall provide a Parent Leadership Certificate course to parents and/or caregivers, as needed, in order to develop leadership skills and facilitate opportunities for using specific skills in their community.
- 1.3.9. The Contractor shall evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.4. Workshops and Support Groups**

- 1.4.1. The Contractor shall provide the Circle of Security, caregivers support group to families, to assist caregivers in developing healthy relationships with their young children.
- 1.4.2. The Contractor shall provide, as appropriate, an Intergenerational Playgroup located at the Castle Center Adult Day program in order for children to interact with the elderly community.

**1.5. Staffing**

- 1.5.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children complete a criminal background check and central registry check.
- 1.5.2. The Contract shall ensure staff who drive as part of their job duties maintain a valid driver's license.
- 1.5.3. The Contractor shall ensure staff are trained in:
  - 1.5.3.1. The principles of family support;
  - 1.5.3.2. Maternal and child health;
  - 1.5.3.3. The child welfare system with concentrations in service array; and
  - 1.5.3.4. Working in multidisciplinary teams.
- 1.5.4. The Contractor shall demonstrate on-going staff enrichment and development in areas that include, but are not limited to:

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- 1.5.4.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
- 1.5.4.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
- 1.5.4.3. Effective home visiting and reporting practices.
- 1.5.5. The Contractor shall ensure staff includes, at a minimum, a Program Director who works the minimum of a .5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
- 1.5.6. The Contractor shall ensure the Program Director has experience and education that include, but are not limited to:
  - 1.5.6.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
  - 1.5.6.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
  - 1.5.6.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
  - 1.5.6.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
- 1.5.7. The Contractor shall ensure Paraprofessional Home Visitors have, experience and education that include, but are not limited to:
  - 1.5.7.1. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and
  - 1.5.7.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.5.8. The Contractor shall ensure a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.5.9. The Contractor shall designate a staff person as the liaison for all programmatic correspondence between the Department and the Contractor, ensuring timely communication on topics that include, but are not limited to:

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- 1.5.9.1. Clinical updates.
- 1.5.9.2. Program announcements.
- 1.5.9.3. Changes, errors, and requests.
- 1.5.10. The Contractor shall ensure all staff receive training on appropriate and effective referral methods, including but not limited to:
  - 1.5.10.1. After school programs.
  - 1.5.10.2. Collaboration with SAU, teachers and guidance departments.
- 1.5.11. The Contractor shall ensure staff consists of individuals having diverse ages, genders, religions, ethnicities and cultural backgrounds in order to form positive and relatable relationships with families.
- 1.5.12. The Contractor shall ensure all staff are fully trained in the Standards of Quality training and recertification prior to and while providing services to families.
- 1.5.13. The Contractor shall ensure all staff is trained in curriculums including but not limited to:
  - 1.5.13.1. Bright Futures curriculum.
  - 1.5.13.2. Nurturing Families and Nurturing Parents.
  - 1.5.13.3. Centers of Disease Control and Prevention research.
  - 1.5.13.4. American Academy of Pediatrics.
- 1.5.14. The Contractor shall develop a Community of Practice events to ensure there are relevant professional development opportunities. Topics include but are not limited to:
  - 1.5.14.1. Understanding of family dynamics
  - 1.5.14.2. Child Development
  - 1.5.14.3. Home Visitor safety
  - 1.5.14.4. Goal planning
  - 1.5.14.5. Communication to educate and improve home visiting practice

**1.6. Relevant Laws, Policies and Guidelines**

- 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.

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- 1.6.2. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.
- 1.6.3. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.6.4. The Contractor shall promote immunizations, in accordance with NH RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.6.5. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.6.6. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.6.7. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.6.7.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.6.7.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.6.7.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.6.8. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.

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- 1.6.9. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.6.10. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.6.11. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.6.12. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes.
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department no later than July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.

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- 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days from receiving the data, ensuring data includes, but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month Ages and Stages Questionnaire (ASQ) was administered.
  - 3.3.8. Recheck.
  - 3.3.9. Referred
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to the client's PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division of Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record, as provided by the Department, on each family in compliance with all Health Insurance Portability and Accountability Act (HIPAA), Privacy Rules. The Contractor shall ensure the Family Service Record includes, but not be limited to:
  - 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.

Contractor Initials   *AD*

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



- 3.5.6. Case contact log.
- 3.5.7. Receipt of health care.
- 3.5.8. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 3.5.9. Progress notes.
- 3.5.10. Child care utilization and billing information.
- 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.

**4. Performance Measures**

- 4.1. The Contractor shall ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 4.2. The Contractor shall sustain 100% screening of family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
- 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
- 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
  - 4.5.1. Increasing outreach to high-risk populations;
  - 4.5.2. Increasing the share of referred families who enroll in services;
  - 4.5.3. Increasing service completion dates; and
  - 4.5.4. Evaluating long-term program outcomes.
- 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

- 5.1.1. The Contractor agrees that, to the extent future state or federal

Contractor Initials   *GH*

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

5.3.3.1. Brochures.

5.3.3.2. Resource directories.

5.3.3.3. Protocols or guidelines.

5.3.3.4. Posters.

5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

6.1. The Contractor shall keep records that include, but are not limited to:

6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income

Contractor Initials AD

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B**

received or collected by the Contractor.

- 6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 6.1.4. Medical records on each patient/recipient of services.
- 6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



**Payment Terms**

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, through Exhibit C-4, Budget Sheets.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFAnvoices@dhhs.nh.gov](mailto:BFAnvoices@dhhs.nh.gov), or invoices may be mailed to:

Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301



**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
    - 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
  - 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year.

VNA at HCS, Inc.

Exhibit C

Contractor Initials

Handwritten initials in blue ink, possibly "VNA".

RFP-2021-DEHS-02-COMPR-06

Page 2 of 3

Date 6/22/2020

Rev. 01/08/19

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

Exhibit C-1, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: YMA at HCS, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2021 (7/1/2020 TO 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 202,000.00	\$ 8,000.00	\$ 210,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 200,000.00	\$ 8,000.00	\$ 208,000.00
2. Employee Benefits	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 1,573.00	\$ -	\$ 1,573.00	\$ -	\$ -	\$ -	\$ 1,573.00	\$ -	\$ 1,573.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
6. Travel	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
7. Occupancy	\$ 15,825.51	\$ -	\$ 15,000.00	\$ 625.16	\$ -	\$ 625.16	\$ 15,000.35	\$ -	\$ 14,374.84
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 281,798.51</b>	<b>\$ 10,000.00</b>	<b>\$ 291,798.51</b>	<b>\$ 2,625.16</b>	<b>\$ -</b>	<b>\$ 2,625.16</b>	<b>\$ 279,173.35</b>	<b>\$ 10,000.00</b>	<b>\$ 289,173.35</b>

Indirect As A Percent of Direct

3.6%

Exhibit C-2, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: VNA of HCS, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2022 (7/1/2021 TO 6/30/22)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 202,000.00	\$ 8,000.00	\$ 210,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 200,000.00	\$ 8,000.00	\$ 208,000.00
2. Employee Benefits	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 1,573.00	\$ -	\$ 1,573.00	\$ -	\$ -	\$ -	\$ 1,573.00	\$ -	\$ 1,573.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
6. Travel	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
7. Occupancy	\$ 15,625.51	\$ -	\$ 15,625.51	\$ 625.16	\$ -	\$ 625.16	\$ 15,000.35	\$ -	\$ 15,000.35
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 281,798.51</b>	<b>\$ 10,000.00</b>	<b>\$ 291,798.51</b>	<b>\$ 2,625.16</b>	<b>\$ -</b>	<b>\$ 2,625.16</b>	<b>\$ 279,173.35</b>	<b>\$ 10,000.00</b>	<b>\$ 289,173.35</b>

Indirect As A Percent of Direct

3.5%

Exhibit C-3, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name: VNA of HCS, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2023 (7/1/2022 TO 6/30/23)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 202,000.00	\$ 8,000.00	\$ 210,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 200,000.00	\$ 8,000.00	\$ 208,000.00
2. Employee Benefits	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 1,573.00	\$ -	\$ 1,573.00	\$ -	\$ -	\$ -	\$ 1,573.00	\$ -	\$ 1,573.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
6. Travel	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
7. Occupancy	\$ 15,625.51	\$ -	\$ 15,625.51	\$ 625.16	\$ -	\$ 625.16	\$ 15,000.35	\$ -	\$ 15,000.35
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 281,798.51</b>	<b>\$ 10,000.00</b>	<b>\$ 291,798.51</b>	<b>\$ 2,625.16</b>	<b>\$ -</b>	<b>\$ 2,625.16</b>	<b>\$ 279,173.35</b>	<b>\$ 10,000.00</b>	<b>\$ 289,173.35</b>

Indirect As A Percent of Direct

3.3%

Exhibit C-4, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor name VNA at HCS, Inc.

Budget Request for: COMPREHENSIVE FAMILY SUPPORT SERVICES RFP-2021-DEHS-02-COMPR

Budget Period: SFY 2024 (7/1/2023 TO 6/30/24)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 202,000.00	\$ 8,000.00	\$ 210,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 200,000.00	\$ 8,000.00	\$ 208,000.00
2. Employee Benefits	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 1,573.00	\$ -	\$ 1,573.00	\$ -	\$ -	\$ -	\$ 1,573.00	\$ -	\$ 1,573.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
6. Travel	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
7. Occupancy	\$ 15,625.51	\$ -	\$ 15,625.51	\$ 625.16	\$ -	\$ 625.16	\$ 15,000.35	\$ -	\$ 15,000.35
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 281,798.51</b>	<b>\$ 10,000.00</b>	<b>\$ 291,798.51</b>	<b>\$ 2,625.16</b>	<b>\$ -</b>	<b>\$ 2,625.16</b>	<b>\$ 279,173.35</b>	<b>\$ 10,000.00</b>	<b>\$ 289,173.35</b>

Indirect As A Percent of Direct

3.5%



New Hampshire Department of Health and Human Services  
Exhibit D

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency



New Hampshire Department of Health and Human Services  
Exhibit D

- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.5. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

Vendor Name: VNA at HCS, Inc.

6/22/2020  
Date

\_\_\_\_\_  
Name: Maura McQuency  
Title: President/CEO



New Hampshire Department of Health and Human Services  
Exhibit E

**CERTIFICATION REGARDING LOBBYING**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: VNA at HCS, Inc.

Name: Maura McQuency  
Title: President/CEO

6/22/2020

Date

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

**PRIMARY COVERED TRANSACTIONS**

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible; or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

**LOWER TIER COVERED TRANSACTIONS**

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Vendor Name: VNA at HCS, Inc.

Name: Maura McQuinn  
Title: President/CEO

6/22/2020  
Date



New Hampshire Department of Health and Human Services  
Exhibit G

**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Vendor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity, Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Vendor Initials                     

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Vendor agrees to comply with the provisions indicated above.

Vendor Name: VNA at HCS, Inc.

6/22/2020

Date

Name: Maura McQueeney

Title: President/CEO

Exhibit G

Vendor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit H



**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Vendor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Vendor Name: VNA at HCS, Inc.

Name: Maura McQueeney  
Title: President/CEO

6/22/2020

Date

## New Hampshire Department of Health and Human Services



## Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



New Hampshire Department of Health and Human Services

Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - i. For the proper management and administration of the Business Associate;
  - ii. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - iii. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business



New Hampshire Department of Health and Human Services

Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI



**New Hampshire Department of Health and Human Services**

**Exhibit I**

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials

*AD*

Date 6/22/2020



New Hampshire Department of Health and Human Services

Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

3/2014

Contractor Initials   *AS*  

Date 6/22/2020



New Hampshire Department of Health and Human Services

Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services

VNA at HCS, Inc.

The State

Name of the Contractor

*Christine Santaniello*

*Maura McQueeney*

Signature of Authorized Representative

Signature of Authorized Representative

Christine Santaniello

Maura McQueeney

Name of Authorized Representative

Name of Authorized Representative

Director, DEHS

President/CEO

Title of Authorized Representative

Title of Authorized Representative

June 25, 2020

6/22/2020

Date

Date



New Hampshire Department of Health and Human Services  
Exhibit J

**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY  
ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name: VNA at HCS, Inc.

Name: Maura McQuency  
Title: President/CEO

6/22/2020

Date

Contractor Initials

New Hampshire Department of Health and Human Services  
Exhibit J



**FORM A**

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 789861421
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

X  NO                      \_\_\_\_\_ YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

\_\_\_\_\_ NO                      \_\_\_\_\_ YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data, and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic



**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security, Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire; Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



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5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,104,480
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 87% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 9% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 26% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 63% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 13% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

<sup>DS</sup>  
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6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/29/2024  
\_\_\_\_\_  
Date

DocuSigned by:  
*Iain Watt*  
\_\_\_\_\_  
Name: Iain Watt  
Title: Interim Director - DPHS

5/28/2024  
\_\_\_\_\_  
Date

Waypoint  
DocuSigned by:  
*Borja Alvarez de Toledo*  
\_\_\_\_\_  
Name: Borja Alvarez de Toledo  
Title: president and CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/30/2024

Date

DocuSigned by:

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Waypoint located at 103 North State Street, Concord, NH; and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Concord District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

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**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

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- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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1.2.6.7. Accessing parental education on topics that include, but are not limited to:

- 1.2.6.7.1. Child development.
- 1.2.6.7.2. Child behavior.
- 1.2.6.7.3. Child health.
- 1.2.6.7.4. Coping and problem-solving skills.
- 1.2.6.7.5. Safety.
- 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:

- 1.3.1.1.1. Families at or below 250% of the federal poverty level;
- 1.3.1.1.2. Single-parent families;
- 1.3.1.1.3. First time parents;
- 1.3.1.1.4. Families with other children under three (3) years of age;
- 1.3.1.1.5. Parents under twenty-five (25) years of age; and
- 1.3.1.1.6. Parents with limited educational attainment.

1.3.1.2. Make initial contact with families at during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:

- 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
- 1.3.1.2.2. Schedule a date and time for the initial home visit to occur, and obtain initial intake prescreening information to follow up with the family.

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1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
    - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
    - 1.3.5.7. Assessment of referrals and connections to community resources.
    - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
    - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
- 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
- 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kincare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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**EXHIBIT B – AMENDMENT 2**

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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**EXHIBIT B – AMENDMENT 2**

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- 1.9.5.15.1. Concrete Supports.
- 1.9.5.15.2. Childcare.
- 1.9.5.15.3. Healthcare access.
- 1.9.5.15.4. Community supports.
- 1.9.5.15.5. Home visiting programs and type.
- 1.9.5.15.6. Discharge date and reason.
- 1.9.5.15.7. Post survey completion.

1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
- 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).
- 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
- 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
- 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
  - 1.10.7.1. Increasing outreach to high-risk populations.
  - 1.10.7.2. Increasing the share of referred families who enroll in services.
  - 1.10.7.3. Increasing service completion dates.
  - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

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- 1.10.7.4.1. Increasing families' connections to community resources.
- 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
- 1.10.7.4.3. Improving the quality and safety of the home environment.
- 1.10.7.4.4. Increasing positive parenting behaviors.
- 1.10.7.4.5. Reducing parental anxiety and depression.
- 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
  - 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

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Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

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system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

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viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

1.14.2. Workspace Requirement

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

1.15.1. General Requirements

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient"). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

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- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

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1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

1.15.3. Disagreement over Transition Services Results

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

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...(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided, in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

4.1. The Contractor must keep records that include, but are not limited to:

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.

4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any

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of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**Exhibit C-5, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Waypoint (Concord District)		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2024 - 06/30/2025 (SFY 2025)		
<b>Indirect Cost Rate (if applicable):</b> 0.174001716		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$201,367	\$0
2. Fringe Benefits	\$75,327	\$0
3. Consultants	\$5,250	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$10	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$950	\$0
6. Travel	\$6,500	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$250	\$0
8. (b) Other - Education and Training	\$7,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other Occupancy	\$15,142	\$0
Other Telephone	\$2,500	\$0
Other Postage	\$175	\$0
Other Insurance	\$2,500	\$0
Other Org Dues	\$750	\$0
Other Purchased Services / In-Kind D	\$0	\$6,577
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$318,221</b>	<b>\$6,577</b>
<b>Total Indirect Costs</b>	<b>\$55,371</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$373,592</b>	<b>\$6,577</b>

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**Exhibit C-6, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Waypoint (Concord District)		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026 (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 0.173998623		
Line Item	Program, Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$209,817	\$0
2. Fringe Benefits	\$78,491	\$0
3. Consultants	\$5,250	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$10	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$950	\$0
6. Travel	\$6,500	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$250	\$0
8. (b) Other - Education and Training	\$7,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other Occupancy	\$15,028	\$0
Other Telephone	\$2,500	\$0
Other Postage	\$175	\$0
Other Insurance	\$2,500	\$0
Other Org Dues	\$750	\$0
Other Purchased Services / In-Kind D	\$0	\$6,577
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$329,721</b>	<b>\$6,577</b>
<b>Total Indirect Costs</b>	<b>\$57,371</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$387,092</b>	<b>\$6,577</b>

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# 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 WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. 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: 62585

Certificate Number: 0006363884



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of December A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

**WAYPOINT**

Help Along the Way

Formerly  
**CHILD AND FAMILY SERVICES**

## CERTIFICATE OF VOTE

I, MARK C. ROUVALIS, Board Chair, do hereby certify that:

1. I am a duly elected Officer of WAYPOINT.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Agency held on 12/4/18:

**RESOLVED:** That this corporation enters into a contract with the State of New Hampshire, and any of its Agencies or Departments.

**RESOLVED:** That the PRESIDENT AND CEO is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

BORJA ALVAREZ DE TOLEDO is the duly elected PRESIDENT/CEO of the Agency.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Date

5/24/24

Mark C. Rouvalis





# WAYPOINT

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CHILD AND FAMILY SERVICES

## MISSION STATEMENT:

**Empowering people of all ages through an array of human services and advocacy**



### HEADQUARTERS

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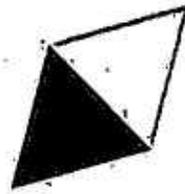
464 Chestnut Street  
PO Box 448

Manchester, NH 03105  
waypointnh.org

**WAYPOINT**

**CONSOLIDATED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED DECEMBER 31, 2023**



**WAYPOINT**

**Help Along the Way**

# WAYPOINT

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
**Waypoint**

### **Report on the Audit of the Consolidated Financial Statements**

#### *Opinion*

We have audited the consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of Waypoint as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Waypoint and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Waypoint's ability to continue as a going concern for one year after the date that the consolidated financial statements are available to be issued.

### ***Auditors' Responsibilities for the Audit of the Consolidated Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Waypoint's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Waypoint's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2023 and 2022 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards

generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

***Report on Summarized Comparative Information***

The consolidated financial statements of Waypoint as of and for the year ended December 31, 2022, were audited by Melanson, whose report dated May 10, 2023 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2024 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

*Marcum LLP*

Merrimack, NH  
May 20, 2024

## WAYPOINT

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2023

*(with comparative totals as of December 31, 2022)*

	2023		2022 Total	
	Without Donor Restrictions	With Donor Restrictions		
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	\$ 5,649,783	\$ --	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	--	70,644	76,756
Accounts receivable, net of allowance for credit losses of \$11,667 and \$300	1,141,771	--	1,141,771	801,732
Grants receivable	1,649,265	--	1,649,265	1,274,880
Contributions receivable	88,258	--	88,258	--
Prepaid expenses	198,073	--	198,073	587,001
<b>Total Current Assets</b>	<b>8,797,794</b>	<b>--</b>	<b>8,797,794</b>	<b>3,452,814</b>
<b>Noncurrent Assets</b>				
Investments	16,966,133	4,428,622	21,394,755	18,568,769
Beneficial interest held in trusts	--	2,165,143	2,165,143	2,020,741
Property and equipment, net	9,675,555	--	9,675,555	10,105,143
Operating right-of-use assets, net	293,239	--	293,239	334,034
<b>Total Noncurrent Assets</b>	<b>26,934,927</b>	<b>6,593,765</b>	<b>33,528,692</b>	<b>31,028,687</b>
<b>Total Assets</b>	<b>\$ 35,732,721</b>	<b>\$ 6,593,765</b>	<b>\$ 42,326,486</b>	<b>\$ 34,481,501</b>
<b>Liabilities and Net Assets</b>				
<b>Current Liabilities</b>				
Accounts payable	\$ 185,519	\$ --	\$ 185,519	\$ 246,312
Accrued payroll and related liabilities	713,461	--	713,461	891,489
Other liabilities	58,649	--	58,649	205,887
Current portion of bonds payable	180,000	--	180,000	175,000
Current portion of operating lease liabilities	172,933	--	172,933	175,381
Refundable advances	316,902	--	316,902	443,742
<b>Total Current Liabilities</b>	<b>1,627,464</b>	<b>--</b>	<b>1,627,464</b>	<b>2,137,811</b>
<b>Noncurrent Liabilities</b>				
Bonds payable, net of current portion	3,175,167	--	3,175,167	3,355,167
Operating lease liabilities, net of current portion	124,897	--	124,897	160,212
Deferred loans - NHHFA	1,250,000	--	1,250,000	1,250,000
Interest rate swap agreements	380,838	--	380,838	399,935
<b>Total Noncurrent Liabilities</b>	<b>4,930,902</b>	<b>--</b>	<b>4,930,902</b>	<b>5,165,314</b>
<b>Total Liabilities</b>	<b>6,558,366</b>	<b>--</b>	<b>6,558,366</b>	<b>7,303,125</b>
<b>Net Assets</b>				
Without donor restrictions	29,174,355	--	29,174,355	21,485,716
With donor restrictions	--	6,593,765	6,593,765	5,692,660
<b>Total Net Assets</b>	<b>29,174,355</b>	<b>6,593,765</b>	<b>35,768,120</b>	<b>27,178,376</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 35,732,721</b>	<b>\$ 6,593,765</b>	<b>\$ 42,326,486</b>	<b>\$ 34,481,501</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with summarized comparative totals for the year ended December 31, 2022)*

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Support and Revenue</b>				
Support:				
Government grants	\$ 8,404,728	\$ 1,207,675	\$ 9,612,403	\$ 9,800,690
Contributions	1,387,432	2,331,849	3,719,281	2,840,961
In-kind contributions	77,736	--	77,736	48,536
Special events:				
Gross revenue	22,449	415,806	438,255	616,955
Less cost of direct benefit to donors	(120,158)	--	(120,158)	(153,690)
Net special events revenue	(97,709)	415,806	318,097	463,265
Revenue:				
Service fees, net	8,084,807	--	8,084,807	6,200,380
Rental income	15,641	--	15,641	--
Other income	119,368	--	119,368	40,684
Net Assets Released From Restrictions:				
Program releases	3,538,472	(3,538,472)	--	--
Endowment releases	80,643	(80,643)	--	--
Endowment Transfer to Support Operations	868,594	--	868,594	842,559
<b>Total Support and Revenue</b>	<b>22,479,712</b>	<b>336,215</b>	<b>22,815,927</b>	<b>20,237,075</b>
<b>Operating Expenses</b>				
Program services	17,015,721	--	17,015,721	15,261,737
Management and general	3,382,989	--	3,382,989	2,816,820
Fundraising	465,528	--	465,528	795,129
<b>Total Operating Expenses</b>	<b>20,864,238</b>	<b>--</b>	<b>20,864,238</b>	<b>18,873,686</b>
<b>Change in Net Assets From Operations</b>	<b>1,615,474</b>	<b>336,215</b>	<b>1,951,689</b>	<b>1,363,389</b>
<b>Nonoperating Activities</b>				
Investment income (loss), net	2,573,760	420,488	2,994,248	(4,096,650)
Unrealized gain on interest rate swap	19,097	--	19,097	593,622
(Loss) gain on the sale of asset	(4,136)	--	(4,136)	241,592
Change in beneficial interest	--	144,402	144,402	(413,854)
Interest income	297,174	--	297,174	4,744
Endowment transfer to support operations	(868,594)	--	(868,594)	(842,559)
Employee retention tax credit, net	4,055,864	--	4,055,864	--
Transfer of assets from Richie McFarland Children's Center	--	--	--	2,521,803
<b>Total Nonoperating Activities</b>	<b>6,073,165</b>	<b>564,890</b>	<b>6,638,055</b>	<b>(1,991,302)</b>
<b>Change in Net Assets</b>	<b>7,688,639</b>	<b>901,105</b>	<b>8,589,744</b>	<b>(627,913)</b>
<b>Net Assets, Beginning of Year</b>	<b>21,485,716</b>	<b>5,692,660</b>	<b>27,178,376</b>	<b>27,806,289</b>
<b>Net Assets, End of Year</b>	<b>\$ 29,174,355</b>	<b>\$ 6,593,765</b>	<b>\$ 35,768,120</b>	<b>\$ 27,178,376</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with summarized comparative totals for the year ended December 31, 2022)*

	2023			2023	2022
	Program Services	Management and General	Fundraising	Total	Total
<b>Personnel expense:</b>					
Salaries and wages	\$ 9,649,650	\$ 1,634,614	\$ 309,418	\$ 11,593,682	\$ 10,719,413
Employee benefits	1,723,526	176,591	37,744	1,937,861	1,525,300
Retirement plan	119,524	35,604	5,325	160,453	121,399
Payroll taxes and other	990,399	127,664	23,934	1,141,997	1,026,086
Subtotal personnel expense	12,483,099	1,974,473	376,421	14,833,993	13,392,198
<b>Professional fees:</b>					
Accounting	75	45,570	--	45,645	51,130
Legal	6,784	70,873	--	77,657	18,661
Contracted services	418,189	406,788	52,603	877,580	1,179,448
Subtotal professional fees	425,048	523,231	52,603	1,000,882	1,249,239
Assistance to individuals	1,300,225	551	45,000	1,345,776	1,150,805
Communications	191,563	47,124	6,242	244,929	230,090
Conferences, conventions, meetings, and trainings	125,001	39,610	8,667	173,278	185,314
Depreciation	369,348	198,363	6,964	574,675	499,935
Insurance	118,173	63,652	2,282	184,107	97,877
Interest	286,008	40,704	5,449	332,161	251,392
Membership dues	29,654	16,084	--	45,738	56,711
Miscellaneous	52,471	113,285	5,414	171,170	81,163
Occupancy	827,313	70,603	12,193	910,109	799,844
Printing and publications	14,402	48,572	59,996	122,970	126,413
Equipment rental and maintenance	188,633	212,005	1,127	401,765	341,559
Supplies	149,564	12,586	2,190	164,340	159,595
Travel	455,219	22,146	1,138	478,503	405,241
<b>Total Expenses By Function</b>	<b>17,015,721</b>	<b>3,382,989</b>	<b>585,686</b>	<b>20,984,396</b>	<b>19,027,376</b>
Less expenses included on the Statement of Activities:					
Cost of direct benefits to donors	--	--	(120,158)	(120,158)	(153,690)
<b>Total Expenses Reported on the Statement of Activities</b>	<b>\$ 17,015,721</b>	<b>\$ 3,382,989</b>	<b>\$ 465,528</b>	<b>\$ 20,864,238</b>	<b>\$ 18,873,686</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

# WAYPOINT

## CONSOLIDATED STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED DECEMBER 31, 2023**

*(with comparative totals for the year ended December 31, 2022)*

	2023	2022
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ 8,589,744	\$ (627,913)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	574,675	499,935
Disposals of fixed assets	36,625	242,906
Amortization of operating right-of-use assets	212,581	173,740
Contributions restricted for endowment	(34,963)	(71,249)
Donation of closely held securities	(750,000)	-
Realized gain on investments	(308,748)	(171,631)
Unrealized (gain) loss on investments	(2,155,130)	4,768,167
Change in beneficial interest in trusts	(144,402)	413,854
Change in interest rate swap	(19,097)	(593,622)
RMCC fixed assets and beneficial interest	-	(1,332,247)
Changes in operating assets and liabilities:		
Accounts receivable	(340,039)	(151,075)
Grants receivable	(374,385)	(635,646)
Contributions receivable	(88,258)	-
Prepaid expenses	388,928	(275,337)
Accounts payable	(60,793)	(44,066)
Accrued payroll and related liabilities	(178,028)	292,661
Other liabilities	(147,238)	142,188
Refundable advances	(126,840)	(217,195)
Operating lease liabilities	(209,548)	(172,182)
<b>Net Cash Provided by Operating Activities</b>	<b>4,865,084</b>	<b>2,241,288</b>
<b>Cash Flows from Investing Activities</b>		
Purchases of investments	(561,345)	(571,135)
Proceeds from sale of investments	949,237	932,262
Purchase of fixed assets	(181,713)	(3,070,755)
<b>Net Cash Provided by (Used in) Investing Activities</b>	<b>206,179</b>	<b>(2,709,628)</b>
<b>Cash Flows from Financing Activities</b>		
Contributions restricted for endowment	34,963	71,249
Proceeds from line of credit	5,505,906	-
Principal payments on line of credit	(5,505,906)	-
Payment of long-term debt	(175,000)	(224,833)
<b>Net Cash Used in Financing Activities</b>	<b>(140,037)</b>	<b>(153,584)</b>
<b>Net Change in Cash and Cash Equivalents and Restricted Cash</b>	<b>4,931,226</b>	<b>(621,924)</b>
<b>Cash and Cash Equivalents, and Restricted Cash, Beginning of Year</b>	<b>789,201</b>	<b>1,411,125</b>
<b>Cash and Cash Equivalents, and Restricted Cash, End of Year</b>	<b>\$ 5,720,427</b>	<b>\$ 789,201</b>
<b>Supplemental Disclosure of Cash Flow Information:</b>		
Cash paid during the year for interest	\$ 332,161	\$ 251,392
<b>Supplemental Disclosure of Non-cash Investing Activity:</b>		
RMCC fixed assets and beneficial interest	\$ --	\$ 1,332,247
<b>As reported in the Consolidated Statement of Financial Position, cash balance consists of:</b>		
Cash and cash equivalents	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	76,756
<b>Total Cash, Cash Equivalents, and Restricted Cash</b>	<b>\$ 5,720,427</b>	<b>\$ 789,201</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 1 - ORGANIZATION

Waypoint (the Organization) is a nonprofit organization, founded in 1850, with a mission to empower people of all ages through an array of human services and advocacy. Waypoint adheres to the highest standards of practice and is the only organization in New Hampshire to be accredited by the Council on Accreditation.

Waypoint has historically been the first service provider to respond to the state's most pressing needs – responding to child labor of the 1900s, child abuse in the 1940s, the spike in youth homelessness in the 1960s, human trafficking in the 2010s, and continues that trend today. Each year we serve an average of 7,500 individuals, children, and families across New Hampshire. Nearly 90% of our clients live in poverty or with very low incomes.

These services span the life cycle from prenatal to seniors, and fall under four core care areas:

#### *FAMILY PRESERVATION AND STRENGTHENING*

Intensive home-based programs in partnership with the Division of Children, Youth, and Families to restore positive family functioning for youth and families involved with the child welfare and juvenile justice systems as well as voluntary services for families that are at risk to stabilize families. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs. Waypoint empowers families with the skills and resources they need to provide for their children and become self-sufficient.

#### *EARLY CHILDHOOD AND FAMILY SUPPORT*

Education and support to improve parenting, strengthen families, prevent child abuse, and neglect, and ensure the healthy development of children are provided in homes and through Family Resource Centers throughout New Hampshire. This includes home visiting services that support families and support and therapy for infants and toddlers with, or at-risk of, developmental disabilities and delays. Waypoint also operates a childcare center (the Children's Place and Parent Education Center) providing a unique combination of educational and family support. Young children starting life at a disadvantage receive critical services to ensure a good beginning and to optimize their chances for life-long success.

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 1 - ORGANIZATION (CONTINUED)

##### *HOMELESS YOUTH AND YOUNG ADULTS*

A continuum of care designed to support youth and young adults (12-25) in exiting homelessness and finding long-term independence and stability. Services feature street-based outreach, basic needs fulfillment at drop-in centers, crisis intervention, educational and vocational advocacy, housing, and case management. Waypoint operates the only low-barrier emergency shelter specifically for adults aged 18-24 who are experiencing or are at-risk of homelessness.

##### *HOMECARE*

In-home support for seniors and adults with disabilities so they can maintain their independence safely in their community, and family-strengthening support and resources, for children with chronic health condition and their families. Waypoint provides services delivered by personal care service providers, nurses, and LNAs in homes that help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, and help with daily tasks.

Waypoint provides additional support for children, families, and individuals through a strong advocacy program, established in 1971. The combination of advocacy and direct service practice uniquely positions Waypoint to serve the best interests of New Hampshire children.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies used in preparing and presenting the accompanying consolidated financial statements.

##### *BASIS OF FINANCIAL STATEMENT PRESENTATION*

The consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***CHANGE IN ACCOUNTING PRINCIPLE***

***ASC 326, Current Expected Credit Losses***

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 326, *Current Expected Credit Losses*, which changed how entities will measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Organization that are subject to the guidance in FASB ASC 326 are trade accounts receivable.

The Organization adopted the standard effective January 1, 2023. The impact of the adoption was not considered material to the consolidated financial statements and primarily resulted in new/enhanced disclosures only.

***PRINCIPLES OF CONSOLIDATION***

The consolidated financial statements include Waypoint and Child and Family Realty Corporation, commonly controlled organizations. All inter-organization transactions have been eliminated. Unless otherwise noted, these consolidated entities are hereinafter referred to as "the Organization".

***COMPARATIVE FINANCIAL INFORMATION***

The accompanying consolidated 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 GAAP. Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2022, from which the summarized information was derived.

***CASH AND CASH EQUIVALENTS***

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

WAYPOINT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*ACCOUNTS RECEIVABLE AND CREDIT POLICIES*

At the end of each reporting period, the Organization estimates the current expected credit loss (CECL) per ASC 326. The Organization utilizes the loss rate methodology to determine historical credit losses. The loss rate method estimate is derived from a review of the Organization's historical write-offs as a percentage of average accounts receivable. The estimate is adjusted for management's assessment of current conditions, reasonable and supportable forecasts regarding future events, and any other factors deemed relevant. The Organization believes historical loss information is a reasonable starting point for calculating the expected allowance for credit losses, as the Organization's programs have remained consistent since inception. Based on economic indicators, including 2023 and general overall economic conditions, the Organization is not anticipating a change in the historical credit loss rate from what it has been in the past.

*GRANTS RECEIVABLE*

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

*CONTRIBUTIONS RECEIVABLE*

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectible contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions are written off when deemed uncollectable. Management has determined that no allowance is necessary.

**WAYPOINT****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)*****INVESTMENTS***

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair value in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts, and taking into consideration donor restrictions related to the treatment of investment earnings.

***BENEFICIAL INTEREST HELD IN TRUSTS***

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in trusts is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from trust assets are restricted as to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

***PROPERTY AND EQUIPMENT, NET***

Property and equipment additions over \$5,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Assets not in service are not depreciated.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2023 or 2022.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***LEASES***

The Organization is a lessee in several noncancellable operating leases, for office space and equipment. The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets. The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

***INTEREST RATE SWAP***

An interest rate swap is utilized to mitigate interest rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### *NET ASSETS*

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions.

##### *Net Assets Without Donor Restrictions*

Net assets without donor restrictions are net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated, from net assets without donor restrictions, net assets for a Board-designated endowment.

##### *Net Assets With Donor Restrictions*

Net assets with donor restrictions are net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, as net assets without donor restrictions.

##### *REVENUE RECOGNITION*

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Consolidated Statement of Financial Position.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***REVENUE RECOGNITION (CONTINUED)***

The Organization recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give—that is, those with a measurable performance or other barrier and a right of return—are not recognized until the conditions on which they depend have been met.

The Organization records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place.

Revenues derived from providing program services are recognized as the services are provided. Program service fees paid in advance are deferred to the period to which they relate. All other amounts paid in advance are deferred to the period in which the underlying event or rental takes place. Due to the nature and timing of the performance and/or transfer of services, certain contract liabilities at December 31 of each year are recognized in the following year.

***DONATED SERVICES AND IN-KIND CONTRIBUTIONS***

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by GAAP. GAAP allows recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Donated professional services are recorded at the respective fair value of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

***ADVERTISING COSTS***

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***FUNCTIONAL ALLOCATION OF EXPENSES***

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function.

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salary and benefits, which are allocated based on time and effort estimates, and occupancy costs and depreciation which are allocated based on personnel count at the location.

***MEASURE OF OPERATIONS***

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Nonoperating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps, and employee retention tax credit net of applicable expenses.

***INCOME TAXES***

Waypoint has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the IRC as an organization described in Section 501(c)(25).

Each entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, each is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***INCOME TAXES (CONTINUED)***

The Organization accounts for uncertain tax provisions under FASB ASC 740, *Income Taxes*, which provides a framework for how entities should recognize, measure, present, and disclose uncertain tax positions in their financial statements. The Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by the taxing authorities, based on the technical merits of the position. Management has reviewed the Organization's reporting and believes they have not taken tax positions that are more likely than not to be determined to be incorrect by the IRS and, therefore, no adjustments or disclosures are required. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods pending or in progress.

***ESTIMATES***

The preparation of consolidated financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

***FINANCIAL INSTRUMENTS AND CREDIT RISK***

Deposit concentration risk is managed by placing cash deposits with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair value of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

**WAYPOINT****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)*****FAIR VALUE MEASUREMENTS AND DISCLOSURES***

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety at the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset or liability within the hierarchy is based upon the pricing transparency of the asset or liability and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 3 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Consolidated Statement of Financial Position, were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Financial assets at year end:		
Cash and cash equivalents	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	76,756
Accounts receivable	1,141,771	801,732
Grants receivable	1,649,265	1,274,880
Contributions receivable	88,258	--
Investments	21,394,755	18,568,769
Beneficial interest held in trusts	2,165,143	2,020,741
Total financial assets	<u>32,159,619</u>	<u>23,455,323</u>
Less amounts not available to be used within one year:		
Restricted cash not available for general expenditure	70,644	76,756
Net assets with donor restrictions	6,593,765	5,692,660
Less:		
Net assets with purpose restrictions to be met in less than a year	(1,515,563)	(1,133,668)
Donor-restricted endowment subject to spending policy rate and appropriation	(73,998)	(73,998)
Closely held securities	750,000	--
Board-designated - ERTC funds	4,261,566	--
Board-designated endowment	16,173,416	14,896,850
Less:		
Board-designated endowment annual spending policy rate and appropriation	<u>(899,141)</u>	<u>(868,594)</u>
Total amounts not available to be used within one year	<u>25,360,689</u>	<u>18,590,006</u>
Financial assets available to meet general expenditures over the next year	<u>\$ 6,798,930</u>	<u>\$ 4,865,317</u>

Endowment funds consist of donor-restricted endowments and funds designated by the Board to function as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 3 - LIQUIDITY AND AVAILABILITY (CONTINUED)

The Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from the Board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a \$1,500,000 revolving line of credit available to meet cash flow needs.

## NOTE 4 - INVESTMENTS

Investments measured at fair value on a recurring basis, consisted of the following at December 31, 2023 and 2022:

	2023	2022	Fair Value Hierarchy
Mutual funds	\$ 20,644,755	\$ 18,568,769	Level 1
Closely held securities	<u>750,000</u>	<u>--</u>	Level 3
Total	<u>\$ 21,394,755</u>	<u>\$ 18,568,769</u>	

During 2023 and 2022, the Organization recognized \$2,463,878 and \$(4,596,536), respectively, of net gains and (losses) on investments. Of those amounts, \$2,155,130 and \$(4,768,167) were recognized as unrealized gains and (losses) on investments of equity securities held at December 31, 2023 and 2022, respectively.

Under the terms of the Organization's line of credit agreement (Note 7), the Organization has agreed not to pledge the mutual funds as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income from mutual fund investments for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees is a percentage of the average total endowment value over the previous 12 quarters, with a 1% contingency margin with Board approval. In 2023 and 2022, the approved rate was 5.00%.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

**NOTE 5 - BENEFICIAL INTEREST HELD IN TRUSTS**

The Organization is the sole beneficiary of four funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending camp and for capital improvements to the camp, and to support the Early Supports and Services program based in the Stratham office. The fund's resolutions provide that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2023 and 2022, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was \$1,245,254 and \$1,152,876, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

Trust	Percentage Interest	2023	2022
Greenleaf	100%	\$ 353,987	\$ 335,096
Spaulding	100%	324,126	300,889
Cogswell	50%	241,776	231,880
Total		\$ 919,889	\$ 867,865

Beneficial interest held in trusts is reported at fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 6 - PROPERTY AND EQUIPMENT, NET**

Property and equipment, net was comprised of the following at December 31, 2023 and 2022:

	2023	2022
Land and land improvements	\$ 958,884	\$ 958,884
Buildings and improvements	11,072,089	10,995,856
Furniture, fixtures, and equipment	657,629	962,064
Vehicles	68,761	68,761
Software	465,730	503,924
Construction in progress	82,075	15,220
Assets held for sale (Camp Spaulding)	<u>2,069,677</u>	<u>2,069,667</u>
Subtotal	15,374,845	15,574,376
Less accumulated depreciation	<u>(5,699,290)</u>	<u>(5,469,233)</u>
Total	<u>\$ 9,675,555</u>	<u>\$ 10,105,143</u>

In March 2023, the Organization entered into a purchase and sales agreement to sell the Camp Spaulding asset held for sale. The sale is expected to close in 2024.

**NOTE 7 - LINE OF CREDIT**

The Organization has a \$1,500,000 revolving line of credit agreement with a bank, which is payable on demand. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (8.5% at December 31, 2023), adjusted daily. At December 31, 2023 and 2022, there was no outstanding balance on this line of credit.

**NOTE 8 - BONDS PAYABLE**

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold \$5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a rate of interest per annum equal to the product of (a) .68 multiplied by (b) the sum of Term SOFR, plus 2.75%".

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 8 - BONDS PAYABLE (CONTINUED)**

Counterparty payments to the Organization were intended to offset the Organization's payments of variable rate interest to bondholders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization's interest payments. As a result, the cost of the interest rate swap for 2023 and 2022 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2023 and 2022, the Organization recorded the swap liability position of \$380,838 and \$399,935, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the term secured overnight financing rate (SOFR) plus 275 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2023 and 2022, the Organization was in compliance with these covenants.

## WAYPOINT

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 8 - BONDS PAYABLE (CONTINUED)**

The following is a summary of future payments on the previously mentioned bonds payable:

Year	Amount
2024	\$ 180,000
2025	195,000
2026	200,000
2027	205,000
2028	220,000
Thereafter	<u>2,355,167</u>
Total	<u>\$ 3,355,167</u>

**NOTE 9 - LEASES**

The Organization rents property and equipment under non-cancelable operating lease agreements with monthly payments ranging from \$1,430 to \$4,500. The leases expire at various dates through May 2026.

While all agreements provide minimum lease payments, some include payments adjusted for inflation or variable common area maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreements do not include any material residual value guarantees or restrictive covenants.

The components of operating lease expense that are included in the Statement of Activities for the years ended December 31, 2023 and 2022 were as follows:

	2023	2022
Fixed lease cost	\$ 213,799	\$ 176,300
Variable lease cost	38,797	57,396
Short-term lease cost	<u>--</u>	<u>14,000</u>
Total lease cost	<u>\$ 252,596</u>	<u>\$ 247,696</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 9 - LEASES (CONTINUED)

During the years ended December 31, 2023 and 2022, the Organization had the following cash and non-cash activities related to operating leases:

	2023	2022
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows for operating leases	\$ 213,799	\$ 176,600
Non-cash investing and financing activities:		
Lease assets obtained in exchange for lease liabilities:		
Operating leases	\$ -168,666	\$ 507,774

Weighted average lease term and discount rate at December 31, 2023 and 2022, were as follows:

	2023	2022
Weighted average remaining lease term (years)	1.86	2.14
Weighted average discount rate	1.36%	1.04%

Future payments due under operating leases as of December 31, 2023, were as follows for the years ending December 31:

Year	Amount
2024	\$ 175,923
2025	102,400
2026	23,750
Total lease payments	302,073
Less imputed interest	4,243
Present value of lease liabilities	\$ 297,830

## NOTE 10 - REFUNDABLE ADVANCES

Refundable advances totaling \$316,902 and \$443,742 at December 31, 2023 and 2022, respectively, primarily include grant funds received in advance from the New Hampshire Department of Health and Human Services for community-based voluntary services and American Rescue Plan Act funds. Revenues will be recognized as the conditions of the grants are met.

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED DECEMBER 31, 2023

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#### **NOTE 11 - DEFERRED LOANS – NHHFA**

Deferred loans at December 31, 2023 and 2022 were comprised of the following:

Note payable to the New Hampshire Housing and Finance Authority (NHHFA) dated June 7, 2005. The face amount of the note is \$550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire. In line with the regulatory agreement related to the note payable, the Organization has remitted to NHHFA funds to establish an operating and replacement reserve. The balance of this reserve is reported as restricted cash on the Consolidated Statement of Financial Position. The restricted cash balance related to this note as of December 31, 2023 and 2022 totaled \$30,255 and \$33,336, respectively.

Note payable to the NHHFA dated May 22, 2007. The face amount of the note is \$700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire. In line with the regulatory agreement related to the note payable, the Organization has remitted to NHHFA funds to establish an operating and replacement reserve. The balance of this reserve is reported as restricted cash on the Consolidated Statement of Financial Position. The restricted cash balance as of December 31, 2023 and 2022 related to this note totaled \$40,389 and \$43,420, respectively.

#### **NOTE 12 - ENDOWMENT FUNDS**

##### *TYPES OF FUNDS*

The Organization's endowment consists of various individual funds established for a variety of purposes. The endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

##### *Board-Designated Endowment*

As of December 31, 2023 and 2022, the Board of Trustees had designated \$16,173,416 and \$14,896,850, respectively, of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

**WAYPOINT****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)*****TYPES OF FUNDS (CONTINUED)******Donor-Designated Endowments***

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

***FUNDS WITH DEFICIENCIES***

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund, and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2023 or 2022.

***INVESTMENT POLICY***

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from endowment funds in support of current operations is expected to remain a constant percentage of the endowment funds, adjusted for new gifts to the endowment fund.

## WAYPOINT

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)*****INVESTMENT POLICY (CONTINUED)***

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

***SPENDING POLICY***

The Organization's spending policy rate is a percentage of the average total endowment value over the trailing 12 quarters with a 1% contingency margin with Board approval. This includes interest and dividends paid out to the Organization. In 2023 and 2022, the approved rate was 5.00%.

***CHANGES IN ENDOWMENT NET ASSETS***

The net asset composition of endowment net assets as of December 31, 2023 and changes in endowment net assets for the year ended December 31, 2023 were as follows:

	Without Donor Restrictions	With Donor Restrictions			Total	Total Endowment Net Assets
		Purpose Restricted	Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 14,896,850	\$ 1,133,668	\$ 788,401	\$ 1,749,850	\$ 3,671,919	\$ 18,568,769
Contributions	--	--	--	34,963	34,963	34,963
Appropriations from endowment	(868,594)	--	(80,643)	--	(80,643)	(949,237)
Temporary appropriation for purpose-restricted net assets	(381,895)	381,895	--	--	381,895	--
Investment income, net	2,527,055	--	420,488	--	420,488	2,947,543
Endowment net assets, end of year	<u>\$ 16,173,416</u>	<u>\$ 1,515,563</u>	<u>\$ 1,128,246</u>	<u>\$ 1,784,813</u>	<u>\$ 4,428,622</u>	<u>\$ 20,602,038</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)*****CHANGES IN ENDOWMENT NET ASSETS (CONTINUED)***

The net asset composition of endowment net assets as of December 31, 2022 and changes in endowment net assets for the year ended December 31, 2022 were as follows:

	Without Donor Restrictions	Purpose Restricted	With Donor Restrictions		Total	Total Endowment Net Assets
			Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 18,842,135	\$ 1,678,535	\$ 1,327,161	\$ 1,678,601	\$ 4,684,297	\$ 23,526,432
Contributions	--	--	--	71,249	71,249	71,249
Appropriations from endowment	(842,559)	--	(89,703)	--	(89,703)	(932,262)
Temporary appropriation for purpose-restricted net assets	544,867	(544,867)	--	--	(544,867)	--
Investment loss, net	(3,647,593)	--	(449,057)	--	(449,057)	(4,096,650)
Endowment net assets, end of year	\$ 14,896,850	\$ 1,133,668	\$ 788,401	\$ 1,749,850	\$ 3,671,919	\$ 18,568,769

**NOTE 13 - NET ASSETS*****NET ASSETS WITHOUT DONOR RESTRICTIONS***

Net assets without donor restrictions were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Undesignated net assets	\$ 8,739,373	\$ 6,588,866
Board-designated ERTC funds	4,261,566	--
Board-designated endowment	16,173,416	14,896,850
Total	<u>\$ 29,174,355</u>	<u>\$ 21,485,716</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 13 - NET ASSETS (CONTINUED)

*NET ASSETS WITH DONOR RESTRICTIONS*

Net assets with donor restrictions were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Subject to expenditure for specified purpose:		
Camp	\$ 7,689	\$ 59,441
Family support	124,891	77,825
Family resource center	341,896	236,029
Homecare	231,618	151,410
Other projects	104,158	12,544
Runaway and homeless youth	698,184	581,804
The Children's Place	7,127	14,615
	<u>1,515,563</u>	<u>1,133,668</u>
Accumulated earnings restricted by donors for:		
General operations	189,575	158,281
Camp operations	386,004	252,769
Other purposes	552,667	377,351
	<u>1,128,246</u>	<u>788,401</u>
Original gift restricted by donors for:		
General operations	136,529	136,532
Camp operations	581,042	548,183
Other purposes	1,067,242	1,065,135
	<u>1,784,813</u>	<u>1,749,850</u>
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	<u>2,165,143</u>	<u>2,020,741</u>
Total	<u>\$ 6,593,765</u>	<u>\$ 5,692,660</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 13 - NET ASSETS (CONTINUED)***NET ASSETS WITH DONOR RESTRICTIONS (CONTINUED)*

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the years ended December 31, 2023 and 2022:

	2023	2022
Satisfaction of purpose restrictions:		
Camp	\$ 66,451	\$ 46,947
Runaway and homeless youth	2,450,535	1,918,666
Family support	181,115	233,742
Homecare	456,292	339,340
Family resource center	158,981	234,362
Other projects	143,893	150,258
The Children's Place	81,205	42,806
	<u>3,538,472</u>	<u>2,966,121</u>
Restricted purpose spending-rate distributions and appropriations:		
General operations	17,039	15,259
Other purposes	63,604	74,444
	<u>80,643</u>	<u>89,703</u>
Total	<u>\$ 3,619,115</u>	<u>\$ 3,055,824</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 14 - CONTRIBUTED NONFINANCIAL ASSETS**

The Organization received the following contributions of nonfinancial assets for the years ended December 31, 2023 and 2022:

	Revenue Recognized		Utilization in Programs/Activities	Valuation Techniques and Inputs
	2023	2022		
Food	\$ 44,631	\$ 27,599	Family Preservation & Strengthening, Homecare, and Homeless Youth & Young Adults.	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Supplies	5,399	11,751	Administration, Family Preservation & Strengthening, and Homeless Youth & Young Adults.	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Storage		297	Homeless Youth & Young Adults	Valued at the estimated fair value based on current rates for similar storage space.
Toys	2,617	777	Family Preservation & Strengthening	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Services	10,841	4,057	Family Preservation & Strengthening	Contributed professional services are valued at the estimated fair value based on current rates for similar services.
Items for assistance to individuals	14,248	4,055	Early Childhood & Family Support and Homeless Youth & Young Adults	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
<b>Total</b>	<b>\$ 77,736</b>	<b>\$ 48,536</b>		

There were no associated donor restrictions with the above contributed nonfinancial assets.

## WAYPOINT

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 15 - EMPLOYEE RETENTION TAX CREDIT (ERTC)**

The Employee Retention Tax Credit (ERTC), established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act), enacted March 27, 2020, amended by the Consolidated Appropriations Act, 2021 (CAA), enacted on December 27, 2020, and further amended by the American Rescue Plan Act (ARPA), enacted March 11, 2021, provides for financial relief to eligible employers through refundable tax credits. The ERTC is a refundable tax credit against certain employment taxes equal to 70% of eligible wages and certain health insurance benefits up to \$28,000 per employee and \$10,000 per quarter through September 30, 2021. Eligible employers can get immediate access to the credit by reducing employment tax deposits they are otherwise required to make. Employers are eligible if they operate a trade or business during January 1, 2021 through September 30, 2021 and experience either: 1) full or partial suspension of the operation of their trade or business during this period because of governmental orders limiting commerce, travel or group meetings due to COVID-19, or 2) decline in gross receipts in a calendar quarter in 2021 where the gross receipts of that calendar quarter are less than 80% of the gross receipts in the same calendar quarter in 2019. For the year ended December 31, 2023, the Organization recognized \$4,736,776 of ERTC as income, net of \$680,912 of applicable expenses.

**NOTE 16 - ASSISTANCE TO INDIVIDUALS**

Assistance to individuals was comprised of the following for the years ended December 31, 2023 and 2022:

	2023	2022
Payment to parents of foster children	\$ 13,317	\$ 79,831
Housing assistance to youth at risk of homelessness	388,607	259,436
Gift cards provided to families during holiday season	45,000	50,000
Food for at risk youth	100,322	36,872
In-kind assistances	77,736	48,536
Other assistance such as medical, childcare, transportation, and family activities	720,794	676,130
Total	<u>\$ 1,345,776</u>	<u>\$ 1,150,805</u>

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED DECEMBER 31, 2023

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##### NOTE 17 - DEFINED CONTRIBUTION PLAN

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the IRC and other limitations specified in the Plan. Contributions made to the Plan by the Organization for the years ended December 31, 2023 and 2022 totaled \$160,453 and \$121,399, respectively.

##### NOTE 18 - RELATED PARTY TRANSACTIONS

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Trustees. The attorney Board member does not personally perform the legal services. For the years ended December 31, 2023 and 2022, the total legal expense paid to related parties was \$55,702 and \$10,190, respectively.

##### NOTE 19 - CONCENTRATION OF RISK

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

##### NOTE 20 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through May 20, 2024, the date the consolidated financial statements were available to be issued.

**WAYPOINT**  
**CONSOLIDATED SCHEDULE OF OPERATING EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Family Preservation & Strengthening	Early Childhood & Family Support	Homeless Youth & Young Adults	Homecare	Advocacy	Care	Total Program Services	Management and General	Fundraising	2023 Total
<b>Personnel Expenses:</b>										
Salaries and wages	\$ 3,276,308	\$ 3,406,923	\$ 1,727,259	\$ 1,081,739	\$ 157,419	\$ -	\$ 9,649,650	\$ 1,634,614	\$ 309,418	\$ 11,593,682
Employee benefits	668,164	636,824	314,704	99,446	4,388	-	1,723,526	176,591	37,744	1,937,661
Retirement plan	44,366	47,304	16,143	8,358	3,353	-	119,524	35,604	5,325	160,453
Payroll taxes and other	311,426	348,753	172,439	121,588	12,193	-	960,399	127,664	23,934	1,141,997
Subtotal personnel expense	4,322,264	4,439,806	2,230,545	1,311,131	177,353	-	12,463,099	1,974,473	376,421	14,833,993
<b>Professional fees:</b>										
Accounting	-	-	75	-	-	-	75	45,570	-	45,645
Legal	-	-	-	-	-	-	6,784	70,873	-	77,657
Other professional fees	30,150	190,276	175,231	5,532	17,000	-	418,189	466,788	52,603	877,580
Subtotal professional fees	30,150	190,276	175,231	5,532	17,000	-	424,968	523,231	52,603	1,000,882
Assistance to individuals	281,676	389,772	628,737	37	3	-	1,300,225	551	45,000	1,345,776
Communications	68,431	53,962	49,394	18,090	1,629	57	191,563	47,124	6,242	244,929
Conferences, conventions, meetings, and trainings	8,098	44,336	1,346	271	2,143	67,907	125,001	39,610	5,667	173,278
Depreciation	75,495	99,794	176,047	12,968	4,502	542	369,348	198,363	6,964	574,675
Insurance	32,624	38,202	29,342	12,176	964	4,865	115,173	63,652	2,282	184,107
Interest	59,073	78,086	134,755	10,147	3,523	424	286,008	40,704	5,449	332,161
Membership dues	6,075	10,961	5,930	6,023	665	-	29,654	16,084	-	45,738
Miscellaneous	9,227	20,721	10,471	12,032	20	-	52,471	113,285	5,414	171,170
Occupancy	212,555	133,492	457,554	12,513	3,775	7,424	827,313	70,693	12,193	910,109
Printing and publications	2,055	8,203	2,465	1,624	55	-	14,402	48,572	59,996	122,970
Equipment rental and maintenance	92,750	56,765	38,234	421	34	429	188,633	212,695	1,127	401,765
Supplies	25,468	56,629	62,830	3,362	1,275	-	149,564	12,586	2,190	164,340
Travel	230,603	144,066	54,165	26,351	34	-	455,219	22,146	1,138	478,503
<b>Total</b>	<b>\$ 5,456,544</b>	<b>\$ 5,765,071</b>	<b>\$ 4,058,021</b>	<b>\$ 1,434,678</b>	<b>\$ 212,975</b>	<b>\$ 88,432</b>	<b>\$ 17,015,721</b>	<b>\$ 3,382,989</b>	<b>\$ 585,686</b>	<b>\$ 20,984,795</b>

*See independent auditors' report.*

**WAYPOINT**  
**CONSOLIDATED SCHEDULE OF OPERATING EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Family Preservation & Strengthening	Early Childhood & Family Support	Homeless Youth & Young Adults	Homecare	Advocacy	Care	Total Program Services	Management and General	Fundraising	2022 Total
<b>Personnel Expenses:</b>										
Salaries and wages	\$ 2,933,799	\$ 3,187,125	\$ 1,135,714	\$ 1,385,070	\$ 127,338	\$ -	\$ 8,769,046	\$ 1,441,303	\$ 508,864	\$ 10,719,413
Employee benefits	505,008	481,385	174,838	158,266	4,709	-	1,324,206	156,284	44,810	1,525,300
Retirement plan	29,154	39,168	11,168	10,704	1,840	-	92,034	20,467	8,898	121,399
Payroll taxes and other	298,323	323,621	107,985	134,615	9,505	-	874,059	112,764	39,251	1,026,086
Subtotal personnel expense	3,766,284	4,031,299	1,429,705	1,688,655	143,392	-	11,059,355	1,731,018	601,825	13,392,198
<b>Professional fees:</b>										
Accounting	-	-	75	-	-	-	75	51,055	-	51,130
Legal	-	1,656	-	-	-	383	2,041	16,617	-	18,661
Other professional fees	35,039	222,122	339,713	9,155	42,550	-	648,579	370,654	160,215	1,179,448
Subtotal professional fees	35,039	223,778	339,788	9,155	42,550	383	650,698	438,326	160,215	1,249,239
Assistance to individuals	324,486	374,691	400,529	349	-	16	1,100,071	717	50,017	1,150,805
Communications	63,406	51,845	50,477	17,468	1,136	12	184,344	32,955	12,811	239,990
Conferences, conventions, meetings, and trainings	20,785	45,452	6,601	1,868	3,183	46,929	132,818	49,868	2,628	185,314
Depreciation	59,324	100,813	110,886	48,113	1,579	-	320,715	170,620	8,670	499,935
Insurance	30,297	22,469	22,800	3,272	713	-	79,551	15,794	2,532	97,877
Interest	44,070	74,891	67,022	35,742	1,173	-	222,898	22,106	6,388	251,392
Membership dues	825	7,870	13,656	5,704	50	-	28,105	26,169	2,437	56,711
Miscellaneous	9,455	21,098	6,365	1,136	-	-	38,075	34,413	8,675	81,163
Occupancy	242,992	148,368	283,994	50,155	1,259	4,229	732,997	54,952	11,895	799,844
Printing and publications	4,873	17,729	4,446	267	2,373	-	29,688	29,232	67,493	126,413
Equipment rental and maintenance	79,252	26,162	50,974	1,341	37	-	137,766	174,987	8,806	341,559
Supplies	23,140	62,896	50,656	6,989	134	77	143,892	12,963	2,740	159,595
Travel	201,207	98,119	39,421	41,827	190	-	380,764	22,720	1,257	405,241
<b>Total</b>	<b>\$ 4,905,435</b>	<b>\$ 5,310,480</b>	<b>\$ 2,879,321</b>	<b>\$ 1,912,081</b>	<b>\$ 202,769</b>	<b>\$ 51,651</b>	<b>\$ 15,261,737</b>	<b>\$ 2,816,820</b>	<b>\$ 948,819</b>	<b>\$ 19,027,376</b>

*See independent auditors' report.*



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Trustees  
Waypoint

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Waypoint, (the Organization), which comprise the consolidated statement of financial position as of December 31, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated May 20, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Marcum LLP*

Merrimack, NH  
May 20, 2024



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE;  
AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees  
**Waypoint**

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Waypoint's (the Organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended December 31, 2023. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, Waypoint complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material, noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of

compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

#### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the consolidated financial statements of Waypoint as of and for the year ended December 31, 2023, and have issued our report thereon dated May 20, 2024, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Marcum LLP*

Merrimack, NH  
May 20, 2024

## WAYPOINT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency Cluster Pass through Agency Program Title	Federal AL Number	Pass Through Identifying Number	Federal Expenditures	Passed Through to Subrecipient
<i>U.S. Department of Housing and Urban Development</i>				
<i>CDBG - Entitlement Grants Cluster</i>				
Passed Through the City of Manchester Community Development Block Grants/Entitlement Grants	14.218	211023-M	\$ 4,000	\$ -
Passed Through the City of Rochester Community Development Block Grants/Entitlement Grants	14.218	Unknown	13,500	-
Total Community Development Block Grants/Entitlement Grants			17,500	-
Total CDBG - Entitlement Grants Cluster			17,500	-
Passed Through the City of Manchester Emergency Solutions Grant Program	14.231	211423	20,000	-
Emergency Solutions Grant Program	14.231	611024	44,500	-
Total Emergency Solutions Grant Program			64,500	-
Direct Federal Program Economic Development Initiative, Community Project Funding and Miscellaneous Grants	14.251	N/A	685,714	-
Direct Federal Program Continuum of Care Program	14.267	N/A	99,941	-
Passed Through the State of New Hampshire Continuum of Care Program	14.267	05-95-42-423010-7927	212,881	-
Continuum of Care Program	14.267	05-95-42-423010-79270000	172,336	-
Total Continuum of Care Program			485,158	-
Direct Federal Program Youth Homelessness Demonstration Program	14.276	N/A	331,696	43,745
Passed Through the State of New Hampshire Youth Homelessness Demonstration Program	14.276	05-95-42-423010-79270000	124,529	-
Total Youth Homelessness Demonstration Program			456,225	43,745
Total U.S. Department of Housing and Urban Development			1,709,097	43,745
<i>U.S. Department of Justice</i>				
Passed Through the NH Department of Justice Children of Incarcerated Parents	16.831	2021FCC01	136,176	33,190
Passed Through the Manchester Police Department Comprehensive Opioid, Stimulant, and Other Substances Use Program	16.838	Unknown	8,642	-
Total U.S. Department of Justice			144,818	33,190
<i>U.S. Department of Treasury</i>				
Passed Through the City of Manchester COVID-19 Coronavirus Relief Fund	21.019	611321	43,003	-
Passed Through the State of New Hampshire COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	400,000	-
Passed Through the County of Rockingham COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	10,000	-
Passed Through the County of Merrimack COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	16,548	-
Total COVID-19 Coronavirus State and Local Fiscal Recovery Funds			426,548	-
Total U.S. Department of Treasury			469,551	-
<i>U.S. Department of Small Business Administration</i>				
Passed Through Merrimack Valley Day Care COVID-19 Disaster Assistance Loans	59.008	Unknown	8,818	-
Total U.S. Department of Small Business Administration			8,818	-
<i>U.S. Department of Education</i>				
Passed Through the City of Manchester Education for Homeless Children and Youth	84.196A	02370136-00	1,500	-
Education for Homeless Children and Youth	84.196A	2470149	500	-
Total Education for Homeless Children and Youth			2,000	-
Passed Through NH Department of Education Education Stabilization Fund	84.425W	06-56-56-562010-24920000-102-500731	178,627	109,934
Total U.S. Department of Education			180,627	109,934

The accompanying notes are an integral part of this schedule.

## WAYPOINT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)

FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency Cluster Pass Through Agency Program Title	Federal AL Number	Pass Through Identifying Number	Federal Expenditures	Passed Through to Subrecipient
<i>U.S. Department of Health and Human Services</i>				
<i>Aging Cluster</i>				
<i>Passed Through the NH Department of Health and Human Services</i>				
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	05-95-48-481010-9255	44,349	--
<b>Total Aging Cluster</b>			<b>44,349</b>	<b>--</b>
<i>Passed Through the City of Manchester</i>				
Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)	93.104	GH79SAR82210-04M002	155,025	14,435
Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)	93.104	SH79SAM082210-02	11,293	--
<b>Total Comprehensive Community mental Health Services for Children with Serious Emotional Disturbances (SED)</b>			<b>166,318</b>	<b>14,435</b>
<i>Passed Through New Hampshire Children's Trust</i>				
Injury Prevention and Control, Community-Based Programs	93.136	SS-2022-DEHS-01-NEWHA-01-803	72,789	--
<i>Passed Through New Hampshire Children's Trust</i>				
Health Department Response to Public Health or Healthcare Crisis	93.391	SS-2022-DEHS-01-NEWHA-01-803	70,713	--
<i>Passed Through the NH Division of Community and Public Health</i>				
COVID-19 Health Department Response to Public Health or Healthcare Crisis	93.391	05-95-09-901010-5771	172,835	--
<b>Total Health Department Response to Public Health or Healthcare Crisis</b>			<b>243,548</b>	<b>--</b>
<i>Direct Federal Program</i>				
Transitional Living for Homeless Youth	93.550	N/A	479,568	--
<i>Passed Through the NH Division of DCYF</i>				
MaryLee Allen Promoting Safe and Stable Families Program	93.556	05-095-042-421010-29730000-102-500734-42107306	95,213	--
<i>Passed Through New Hampshire Children's Trust</i>				
MaryLee Allen Promoting Safe and Stable Families Program	93.556	SS-2022-DEHS-01-NEWHA-01-803	20,959	--
<b>Total MaryLee Allen Promoting Safe and Stable Families Program</b>			<b>116,172</b>	<b>--</b>
<i>Direct Federal Program</i>				
Education and Prevention Grants to Reduce Sexual Abuse of Runaway, Homeless and Street Youth	93.557	N/A	296,642	--
<i>Passed Through the NH Division of DCYF</i>				
Temporary Assistance for Needy Families	93.558	05-095-045-450010-61460000-502-500891-45030206	496,534	--
<i>Passed Through the NH Division of Economic Housing Stability</i>				
Temporary Assistance for Needy Families	93.558	05-95-42-450010-61460000	75,060	--
<b>Total Temporary Assistance for Needy Families</b>			<b>571,534</b>	<b>--</b>
<i>Passed Through New Hampshire Children's Trust</i>				
Community Based Child Abuse Prevention Grant	93.590	2001-NHBCAP	19,204	--
COVID-19 Community Based Child Abuse Prevention Grant	93.590	2001-NHBCCG	20,075	--
<b>Total Community Based Child Abuse Prevention Grant</b>			<b>39,279</b>	<b>--</b>
<i>Direct Federal Program</i>				
Basic Center Grant	93.623	N/A	171,676	--
<i>Passed Through the NH Division of DCYF</i>				
Stephanie Tubbs Jones Child Welfare Services Program	93.643	05-095-042-421010-29680000-102-500734-42106802	12,150	--
<i>Passed Through Amoskeag Health</i>				
Adoption Opportunities	93.652	05-95-9090-902010-7047	1,243	--
<i>Passed Through the NH Division of DCYF</i>				
Foster Care Title IV-E	93.658	05-95-042-421010-2958	126,689	--
<i>Passed Through the NH Division of Community Based Care</i>				
Social Services Block Grant	93.667	05-95-93-930010-7858	164,249	--
<i>Passed Through the NH Division of DCYF</i>				
Social Services Block Grant	93.667	05-095-042-421010-29660000-102-500734-42106603	226,370	30,600
<i>Passed Through the NH Department of Health and Human Services</i>				
Social Services Block Grant	93.667	05-95-48-481010-9255	462,622	--
<i>Passed Through the NH Division of Long Term Supports and Services</i>				
Social Services Block Grant	93.667	05-95-93-930010-7858	171,386	--
<b>Total Social Services Block Grant</b>			<b>1,024,627</b>	<b>30,600</b>
<i>Passed Through the NH Division of Community and Public Health</i>				
Maternal, Infant and Early Childhood Home Visiting Grant	93.870	05-95-90-902010-2451	103,515	--
Maternal, Infant and Early Childhood Home Visiting Grant	93.870	05-95-90-902010-5896	940,768	--
<b>Total Maternal, Infant and Early Childhood Home Visiting Grant</b>			<b>1,044,283</b>	<b>--</b>
<i>Passed Through the NH Division Long Term Supports and Services</i>				
Maternal and Child Health Services Block Grant to the States	93.994	05-95-93-930010-5191	19,237	--
<i>Passed Through the NH Division of DCYF</i>				
Maternal and Child Health Services Block Grant to the States	93.994	05-095-090-902010-51900000-102-500731-50604009	15,740	--
<b>Total Maternal and Child Health Services Block Grant</b>			<b>34,977</b>	<b>--</b>
<i>Medicaid Cluster</i>				
Passed Through the NH Division of Long Term Supports and Services				
Medical Assistance Program	93.778	Unknown	155,913	--
<b>Total Medicaid Cluster</b>			<b>155,913</b>	<b>--</b>
<b>Total U.S. Department of Health and Human Services</b>			<b>4,601,757</b>	<b>44,435</b>
<b>Total Federal Expenditures</b>			<b>\$ 7,114,668</b>	<b>\$ 231,304</b>

The accompanying notes are an integral part of this schedule.

## WAYPOINT

### NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

#### FOR THE YEAR ENDED DECEMBER 31, 2023

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##### NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Waypoint, (the Organization) under programs of the federal government for the year ended December 31, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Waypoint, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Waypoint.

##### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

##### NOTE 3 - DE MINIMIS COST RATE

The Organization has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

##### NOTE 4 - DONATED PERSONAL PROTECTIVE EQUIPMENT (PPE) (UNAUDITED)

During the year ended December 31, 2023, the Organization did not receive donated PPE from federal sources.

## WAYPOINT

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**SECTION I - SUMMARY OF AUDITORS' RESULTS**

***FINANCIAL STATEMENTS***

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP:

*Unmodified*

Internal control over financial reporting:

Material weakness(es) identified?  Yes  No

Significant deficiency(ies) identified?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

***FEDERAL AWARDS***

Internal control over major federal programs:

Material weakness(es) identified?  Yes  No

Significant deficiency(ies) identified?  Yes  None reported

Type of auditors' report issued on compliance for major federal programs:

*Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?  Yes  No

Identification of major federal programs:

**NAME OF FEDERAL PROGRAM OR CLUSTER**

**ASSISTANCE LISTING NUMBER(S)**

COVID-19 Coronavirus State and Local Fiscal Recovery Funds

21.027

Maternal, Infant, and Early Childhood Home Visiting Grant

93.870

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?  Yes  No

## WAYPOINT

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### SECTION II - FINANCIAL STATEMENT FINDINGS

None.

#### SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

#### SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS

There were no findings in the prior year.

## Waypoint Trustees 2023

Melissa Biron

Jennifer Cassin

William Conrad

Helen Crowe

Rob Dapice

Jane E. Gile, *Secretary*

Emily Hammond

Sudi Lett

Marc Lubelczyk

Marilyn T. Mahoney

Holly P. Mintz

Zach Palmer

Mark C. Rouvalis, *Chair*

Kyle Schofield

Jeffrey P. Seifert, *Treasurer*

Jennifer Stebbins, *Vice Chair*

Borja Alvarez de Toledo, M.Ed.

## Professional Profile

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development.
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

## Professional Experience

Waypoint, formerly Child and Family Services of New Hampshire  
Manchester, NH

December 2013- Present

- ~ *President and CEO*
- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

Riverside Community Care  
Dedham, MA

2009- 2013

- ~ *Division Director, Child and Family Services*
- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a \$17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

The Guidance Center, Inc.  
Cambridge, MA

1998 - 2009

- ~ *Chief Operating Officer*
- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

Private Practice in Psychotherapy and Clinical Consultation  
Madrid, Spain

1992 - 1998

Universidad Pontificia de Comillas  
Madrid, Spain

1991 - 1998

*~Adjunct Faculty*

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico  
Madrid, Spain

1994 - 1997

*~Clinical Coordinator/Director of Training.*

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),  
Madrid, Spain

1991- 1994

*~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program*

- Provided evaluation and treatment for chemically dependent adults and their families.

*~ Senior Family Therapist, Couples and Family Therapy Program*

- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management  
Boston, MA

1989 - 1991

*~ Senior Family Therapist, Home Based Family Treatment Program.*

## Education

**Graduate Certificate of Business**

University of Massachusetts, Lowell, 2000.

**Master's Degree In Education**

Counseling Psychology Program. Boston University, 1989.

**B.A. In Clinical Psychology**

Universidad Pontificia de Comillas, Madrid, Spain. 1988

## Publications

- 2009 Ayers, S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.) ,*Social Worker's Desk Reference* (2<sup>nd</sup> ed.), New York: Oxford University Press, 2009
- 2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research; Learning in the Field.* Presented at the 19<sup>th</sup> Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.
- 2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14<sup>th</sup> Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.
- 2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of Intensive community based intervention.* In Lightburn, A., P. Sessions. Handbook of Community Based Clinical Practice. Oxford University Press, 2006, England.
- 2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, .C, C. Liberton, K. Kutash and R. Friedman, (Eds.) A System of Care for Children's Mental Health: Expanding the Research Base (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.
- 1994-98 Research papers and professional presentations in peer reviewed journals in Spain

## Languages

Fluent in Spanish, French and Italian.

**COLLEEN M. IVES**



**CHIEF OPERATING OFFICER**

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

**PROFESSIONAL EXPERIENCE**

**WAYPOINT, Manchester, NH • 2018-Present**

Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

**Chief Operating Officer**

- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

**ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017**

Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

**Vice President, Operations & Quality Control**

- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC'S compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC'S operational practices while integrating new HUD directives into RMC'S existing best practices.

**IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016**

Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

**Principal**

Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.

- Led an 18-month comprehensive change initiative that:
  - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a \$55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

**CAREER NOTE:** Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.



**GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005**

Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

**Acting Executive Director & Chief Operating Officer**

Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and \$13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000**

Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

**Statewide Director**

Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded \$1.2M 3-year federal grant to provide peer support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

**EDUCATION**

**Doctorate in Human and Organizational Systems  
Master of Arts in Human Development**  
Fielding Graduate University, Santa Barbara, California

**Master of Arts/CAGS in Rehabilitation Counseling  
Bachelor of Arts in Psychology and Philosophy**  
Assumption College, Worcester, Massachusetts

**MELISSA ANNE HUGENER, OTR/L**

**PROFESSIONAL EXPERIENCE:**

**Program Director of Child Health and Wellness/Staff Occupational Therapist  
Child and Family Services of NH, Exeter, NH May 2003 – present**

- Supervision of Early Supports and Services and Partners in Health staff, assuring quality services to families, staff competence and adherence to federal and state mandates for provision of services
- Day to day management of ESS and PIH programs, coordinating staff meetings, recruiting and hiring for open positions, budgeting, maintenance of program databases, PQI planning and implementation, etc
- Coordination with One Sky and BDS to meet program requirements, and preparation of materials for Medicaid and State Monitoring Reviews
- Collaboration with other ESS Program Directors throughout NH, and other programs/committees (ICC, PIC, preschool programs, BDS personnel, etc) to enhance early childhood programming throughout the state, and involvement in several statewide workgroups and advisory committees to improve early childhood systems (such as SSECT, Strategic Planning Public Awareness group, Healthy Families America committee)
- Responsible for maintaining a full caseload of ESS clients, to evaluate and treat children with a wide range of medical and developmental disabilities, as well as working with families to connect them with other CFS and state or local programs to meet their needs

**Staff Occupational Therapist**

**Developmental Therapy Services, Merrimack, NH February 2002 – May 2003**

- Evaluation, treatment and service coordination for early intervention, clinic setting, and school-based populations, utilizing SI, developmental and biomechanical treatment techniques in group and individual therapy sessions; development of IFSPs and IEPs; classroom consultation and treatment in natural environments.

**Easter Seals Superior California, Sacramento, CA January 2000 – January 2002**

- Assisted with the development of the Early Start program for EI services, developed an ongoing aquatic therapy class for families of children with special needs, served as a member of Management Information Systems Team (providing computer and network support to staff), and provided comprehensive, multidisciplinary assessments and ongoing therapy services in early intervention, clinic and school settings

**Developmental Evaluation Center, Fayetteville, NC May 1998 – November 1999**

- Provided comprehensive developmental assessments and treatment for children ages birth – 10, assisted with weekly feeding and augmentative communication assessments, participated in weekly Neonatal Developmental Assessment Clinic, and developed a Parent Resource Library

**Melissa Hugener page 2**

**EDUCATION AND CREDENTIALS:**

**Bachelor of Science in Occupational Therapy, Psychology Minor, Summa Cum Laude  
University of Hartford, West Hartford, CT May 1998**

- National Board Certification in Occupational Therapy
- OT License, State of NH Office of Allied Health Professions
- Current CPR/First Aid Certification
- Completion of NH Leadership Series
- Continuing Education and Advanced Practice in Sensory Integration and Processing, Feeding and Swallowing Disorders, Autism, Prematurity, Infant Mental Health and Assistive Technology

## NH Department of Health and Human Services

### KEY PERSONNEL

List those primarily responsible for meeting the terms and conditions of the agreement.

Job descriptions not required for vacant positions.

Contractor Name: Waypoint

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
Borja Alvarez de Toledo	President and CEO	\$0.00	\$195,000
Colleen Ives	COO	\$0.00	\$127,338
<u>Melissa Hugener</u>	Director	\$0.00	\$97,978
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00

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Lori A. Shibiakette  
Commissioner

Karen E. Hebert  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	158114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham, NH	162412- B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412- B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625- B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274- B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166- B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166- B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166- B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shabinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.5, Staffing, Subsection 1.5.9, Paragraph 1.5.9.1, to read:  
1.5.9.1. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:  
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
  - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
  - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

Waypoint

8/25/2022

Date

*Borja Alvarez de Toledo*

Name: Borja Alvarez de Toledo

Title: president and CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/29/2022

*Robyn Guarino*

Date

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

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Lori A. Shlabinette  
Commissioner

Christine L. Santastefano  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbhs.nh.gov

June 26, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,658,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177168-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,280

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified:

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

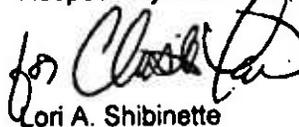
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.687, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Scoring Sheet

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. LRCS Family Resource Center - Laconia	300	271
2. TLC Family Resource Center - Claremont	300	276
3. Waypoint - Concord DO	300	275
4. Waypoint - Southern DO	300	275
5. Waypoint - Manchester DO	300	275
6. Children's Unlimited, Inc.	300	274
7. Community Action Partnership of Strafford County	300	270
8. Greater Seacoast Community Health	300	257
9. Home, HealthCare, Hospice & Community Services	300	268
10. The Family Resource Center - Berlin	300	286
11. The Family Resource Center - Littleton	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

(100% Federal, CFDA #20.645, Title IV-B)

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/WA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/WA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

F/LC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KERNE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-041-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #93.556, Promoting Safe and Stable Families

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,978.80	\$37,219.70

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

TLC FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

TLC FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-411016-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CFDA #93.647, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177151-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-D001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-D001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-61270000-102-500731-45030353 (HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT) 100% Federal Funds, CFDA 93.558, Federal Funds from U.S. Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN 12NHITANF

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,451.80

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 134783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
<b>Total:</b>				<b>\$636,626.96</b>

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
<b>Total:</b>				<b>\$545,453.88</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
<b>Total:</b>				<b>\$545,453.12</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
<b>Total:</b>				<b>\$396,985.44</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
<b>Total:</b>				<b>\$714,964.36</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
<b>Total:</b>				<b>\$745,565.52</b>
<b>Sub-Total:</b>				<b>\$5,999,997.60</b>

**05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SYCS DEPT OF, IIHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEAIP ASSISTNC TO NEEDY FAMILYS**

100% Federal Funds, CPDA \$3,558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 19N11TANF

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42103874	\$43,000.00
<b>Total:</b>				<b>\$172,000.00</b>

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154763-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

IONE HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177231-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT CORLIAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SQF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**THE FAMILY RESOURCE CENTER AT CORLIAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SQF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

02-995-090-102018-S1900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS, DEPT OF  
 0118: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CYDA #23,924, Federal Funds from JIRSA

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
<b>Total:</b>				<b>\$30,556.24</b>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
<b>Total:</b>				<b>\$25,728.00</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
<b>Total:</b>				<b>\$29,036.00</b>

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
<b>Total:</b>				<b>\$14,768.00</b>
<b>Sub-Total:</b>				<b>\$245,564.00</b>

**05-095-042-471-010-19380000-445-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES  
DDPA Grant Funds**

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
<b>Total:</b>				<b>\$173,152.00</b>

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
<b>Total:</b>				<b>\$36,876.00</b>

**WAYPOINT (FWA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
<b>Total:</b>				<b>\$204,000.00</b>

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

**GREATER SEACOAST COMMUNITY HEALTH (FINA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$206,000.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177214-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTHII AND SOCIAL SERVICES, HEALTHII AND HUMAN SVCS DEPT OF  
 IIHS: DIVISION OF PUBLIC HEALTHII, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTHII

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,654,420.00	\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-02-COMPR-09)

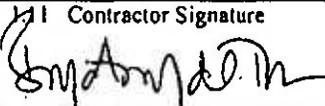
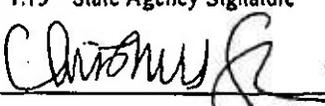
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> Waypoint		<b>1.4 Contractor Address</b> 464 Chestnut Street Manchester, NH, 03301	
<b>1.5 Contractor Phone Number</b> (603) 518-4000	<b>1.6 Account Number</b> 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734, 05-095-045-450010-61270000-102-500731, 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004	<b>1.7 Completion Date</b> June 30, 2024	<b>1.8 Price Limitation</b> \$1,348,372
<b>1.9 Contracting Officer for State Agency</b> Nathan D. White, Director		<b>1.10 State Agency Telephone Number</b> (603) 271-9631	
<b>1.11 Contractor Signature</b>  Date: 6/19/20		<b>1.12 Name and Title of Contractor Signatory</b> ERIKA ALVAREZ DE TOLEDO President/CEO	
<b>1.13 State Agency Signature</b>  Date: 6/23/20		<b>1.14 Name and Title of State Agency Signatory</b> Christine Santaniello, Director	

Contractor Initials EMT  
 Date 6/19/20

DEHS  
0715

1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i>	
By:	Director, On:
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>	
By: <i>/s/Christen Lavers</i>	On: <i>6/28/20</i>
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>	
G&C Item number:	G&C Meeting Date:

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination; develop and

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulas, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials JAT  
Date 6/19/02

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

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**EXHIBIT A**



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

- 1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:
  - 3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").
- 1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:
  - 3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.
- 1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:
  - 12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

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Scope of Services

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor shall provide services in this agreement to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who:

1.1.1.1. Are at risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy.

1.1.1.1.2. Health and nutrition.

1.1.1.1.3. Education and employment.

1.1.1.1.4. Parenting challenges.

1.1.1.1.5. Social isolation.

1.1.1.1.6. Substance use disorders.

1.1.1.1.7. Mental health events.

1.1.1.2. Seek Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. For the purposes of this agreement, all references to days shall mean business days.

1.1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 AM to 5:00 PM, excluding state and federal holidays.

1.1.4. The Contractor shall provide services at the Waypoint Family Resource Center, which is located at 103 North State Street, in Concord, NH; The Children's Place and Parent Education Center at 27 Burns Avenue, Concord NH; and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Concord District Office Catchment Area. The Contractor shall ensure:

1.1.4.1. Office hours at the Waypoint Family Resource Center are available to families and staff Monday through Friday during business hours.

1.1.4.2. The Children's Place and Parent Education Center location is available for drop-in childcare and education groups Monday through Thursday from 8:30 AM to 2:00 PM and Friday from 8:30 AM to 12:00 PM.

1.1.4.3. Office locations remain in compliance with the Americans

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with Disabilities Act (ADA) accessibility requirements.

- 1.1.5. The Contractor shall maintain operation of a Qualified Family Resource Center (FRC-Q), or obtain the FRC-Q designation no later than the contract completion date.
- 1.1.6. The Contractor shall provide Comprehensive Family Support Services (CFSS) support to parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families in three stages:
  - 1.1.6.1. Prevention.
  - 1.1.6.2. Early intervention.
  - 1.1.6.3. Crisis.
- 1.1.7. The Contractor shall serve all pregnant and parenting women and other families with children under twenty-one (21) years of age who are:
  - 1.1.7.1. At risk for experiencing difficulty with:
    - 1.1.7.1.1. Pregnancy;
    - 1.1.7.1.2. Health and nutrition;
    - 1.1.7.1.3. Education and employment;
    - 1.1.7.1.4. Parenting;
    - 1.1.7.1.5. Social isolation;
    - 1.1.7.1.6. Substance abuse; or
    - 1.1.7.1.7. Mental health issues.
  - 1.1.7.2. At risk for child abuse and neglect; and
  - 1.1.7.3. Perinatal families of substance exposed infants.
- 1.1.8. The Contractor shall support the empowerment of families as advocates for themselves and their children by facilitating collaboration between communities and families to develop a comprehensive array of local, family-centered and culturally informed services.
- 1.1.9. The Contractor shall perform outreach to individuals and families through activities that may include, but are not limited to:
  - 1.1.9.1. Distribution of collateral materials including CFSS and agency brochures, newsletters, flyers, and calendars.

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- 1.1.9.2. Inclusion of parenting and family resource center information on the Waypoint website.
- 1.1.9.3. Information sessions and presentations with community agencies and their representatives.
- 1.1.9.4. Media coverage.
- 1.1.10. The Contractor shall facilitate identification and evaluation of programs and services available to families who may be experiencing conditions that may include, but are not limited to:
  - 1.1.10.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.10.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.10.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.10.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.10.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.10.6. Family history of domestic violence.
  - 1.1.10.7. Child's insecure attachment in early years.
  - 1.1.10.8. Pregnancy, birth of a child within the past twelve (12) months, birth of an additional child within the next six (6) months, birth or expected birth of a child with special healthcare needs.
  - 1.1.10.9. Pregnant persons with prenatal substance use concerns and families with substance exposed infants.
  - 1.1.10.10. Having more than one (1) child under the age of three (3) years.
  - 1.1.10.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.1.10.12. Home conditions presenting a health and/or safety risk to family members.
  - 1.1.10.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
  - 1.1.10.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.

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- 1.1.10.15. Families impacted by traumatic events.
- 1.1.10.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.10.17. Substance Use Disorder services.
- 1.1.11. The Contractor shall ensure services are multigenerational; trauma-informed; culturally-responsive; strengths-based; and focused on empowering families. The Contractor shall ensure:
  - 1.1.11.1. Service activities include, but are not limited to providing:
    - 1.1.11.1.1. Evidence-based practices, where available.
    - 1.1.11.1.2. Education and direct services that support parent and child wellbeing.
    - 1.1.11.1.3. Case management.
    - 1.1.11.1.4. Access to a broad range of resources and referrals to respond to each family's needs, as appropriate.
  - 1.1.11.2. Services are delivered in an environment appropriate to the needs and convenience of the clients, which may include, but are not limited to:
    - 1.1.11.2.1. Home-visiting services.
    - 1.1.11.2.2. Community-based visits.
    - 1.1.11.2.3. Parenting groups.
    - 1.1.11.2.4. Workshops.
    - 1.1.11.2.5. Playgroups.
- 1.1.12. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.13. The Contractor shall attend quarterly meetings for the CFSS as scheduled by the Department.
- 1.1.14. The Contractor shall engage with the Department and peers, through regular meetings focused on client outcomes, to utilize data to understand performance and improve practices, as requested by the Department.
- 1.1.15. The Contractor shall evaluate the performance of the programs and services provided through the distribution of client and family satisfaction surveys upon completion of services and during two (2) client survey months annually.
- 1.1.16. The Contractor shall convene and participate in monthly **Concord**

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Connections Meetings in order to identify current community needs and coordinate programming with area providers.

**1.2. Assessment and Referrals**

1.2.1. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:

- 1.2.1.1. Child Care Aware of New Hampshire.
- 1.2.1.2. Department of Health and Human Services District offices for assistance with program eligibility determination.
- 1.2.1.3. Special Medicaid Services, including, Family Centered Early Supports and Services (FCESS).
- 1.2.1.4. Family Violence Prevention Agencies.
- 1.2.1.5. Primary Care Provider enrollment assistance.
- 1.2.1.6. Health insurance provider enrollment assistance, including Medicaid, to increase access to healthcare.
- 1.2.1.7. Mental health services.
- 1.2.1.8. Oral health services.
- 1.2.1.9. Smoking cessation programs, including referrals to QuitWorks-NH, as appropriate.
- 1.2.1.10. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
- 1.2.1.11. Independent living programs.
- 1.2.1.12. Adult education.
- 1.2.1.13. Employment services.

1.2.2. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:

- 1.2.2.1. Parent education and support.
- 1.2.2.2. Family mentoring and advocacy.
- 1.2.2.3. Medical and health education.
- 1.2.2.4. Early childhood education.
- 1.2.2.5. Literacy education and support.

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- 1.2.2.6. Life skills training.
- 1.2.3. The Contractor shall ensure all services provided are designed to prevent child maltreatment, neglect, and Juvenile Justice Involvement.
- 1.2.4. The Contract shall provide services that are trauma informed and include, but are not limited to:
  - 1.2.4.1. Parenting education and family support through a variety of evidence-based curriculums.
  - 1.2.4.2. Age appropriate education using Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents – Fourth edition.
- 1.2.5. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care and:
  - 1.2.5.1. Provide early intervention in at risk pregnant and parenting families.
  - 1.2.5.2. Prioritize pregnant parents with substance use disorder for support and assignment.
- 1.2.6. The Contractor shall assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with the client's medical providers.
- 1.2.7. The Contractor shall complete a Family Assessment for each family served within the first three (3) visits with families, utilizing an intake assessment, the Protective Factors Survey, 2<sup>nd</sup> Edition (PFS-2), and a comprehensive assessment using the North Carolina Family Assessment Scale General (NCFAS-G) in order to:
  - 1.2.7.1. Identify risk factors.
  - 1.2.7.2. Determine appropriate CFSS.
  - 1.2.7.3. Provide appropriate CFSS.
- 1.2.8. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.
- 1.2.9. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.9.1. Distribute Learn the Signs, Act Early materials.
  - 1.2.9.2. Report the number of families who received developmental screening education materials.

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1.2.9.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years.

1.2.9.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

1.2.10. The Contractor shall provide CFSS using the Strengthening Families Framework and addressing Protective Factors; which may be provided through a variety of methods including, but not limited to:

1.2.10.1. Home visiting services.

1.2.10.2. Workshops.

1.2.10.3. Support groups.

**1.3. Home Visiting Services**

1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on each family's strengths and being responsive to their needs. The Contractor shall ensure services include, but are not limited to:

1.3.1.1. Working with program participants to develop comprehensive goals to improve the economic self-sufficiency by assisting parents with developing a vision for the future that includes, but is not limited to:

1.3.1.1.1. Planning future pregnancies.

1.3.1.1.2. Continuing education.

1.3.1.1.3. Finding and maintaining employment.

1.3.1.1.4. Increasing Protective Factors of the family.

1.3.1.1.5. Obtaining secure housing.

1.3.1.1.6. Accessing community services.

1.3.1.1.7. Accessing parental education on topics that include, but are not limited to:

1.3.1.1.7.1. Child development.

1.3.1.1.7.2. Child behavior.

1.3.1.1.7.3. Child health.

1.3.1.1.7.4. Coping and problem solving skills.

1.3.1.1.7.5. Safety.

1.3.1.1.7.6. Parenting skills.

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- 1.3.1.2. Providing flexible availability in order to meet the needs of individual families and communities.
- 1.3.1.3. Ensuring non-duplication of other services being received.
- 1.3.1.4. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
- 1.3.1.5. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
- 1.3.1.6. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.1.7. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.1.7.1. All women have access to formal, validated screening for prenatal and postpartum depression using tools that may include, but are not limited to:
    - 1.3.1.7.1.1. Prime MD depression screening.
    - 1.3.1.7.1.2. Edinburg Postnatal Screen.
  - 1.3.1.7.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
  - 1.3.1.7.3. Nursing visits are provided to pregnant women and their babies through the child's first birthday, and as needed for any child up to 17 years of age through the Child and Family Health Support program.
  - 1.3.1.7.4. Nurse consultation is provided to any family that has an identified nursing need.
  - 1.3.1.7.5. All participants are enrolled in primary care physician services.
  - 1.3.1.7.6. Improved family health and functioning.
- 1.3.2. The Contractor shall provide home visiting services utilizing the Home Visiting NH model, which includes, but is not limited to:

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- 1.3.2.1. Promoting healthy pregnancy and birth outcomes.
- 1.3.2.2. Promoting a safe and nurturing environment for children.
- 1.3.2.3. Improving families' life course and development.
- 1.3.3. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.3.1. Parents as Teachers curriculum.
  - 1.3.3.2. Born to Learn curriculum.
  - 1.3.3.3. The Period of PURPLE Crying.
  - 1.3.3.4. Motivational interviewing.
  - 1.3.3.5. Advocacy training.
  - 1.3.3.6. Magic 123.
  - 1.3.3.7. Reflective supervision.
  - 1.3.3.8. Parenting A Second Time Around.

**1.4. Workshops and Support Groups**

- 1.4.1. The Contract shall provide an array of workshops to increase knowledge of parenting and child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.4.1.1. Positive Solutions for Families.
  - 1.4.1.2. Slow Cooker class.
  - 1.4.1.3. Can't Even Fam.
  - 1.4.1.4. Instructional money management programs.
  - 1.4.1.5. Grandparents/Caregiver group.
  - 1.4.1.6. Parent/Caregiver group.
  - 1.4.1.7. Toddler group.
  - 1.4.1.8. Mommy and Me (New Baby) group.
  - 1.4.1.9. Daddy Time group.
- 1.4.2. The Contractor shall facilitate a variety of support groups that include, but are not limited to:
  - 1.4.2.1. Parent Support.
  - 1.4.2.2. Kinscare Support.
  - 1.4.2.3. Circle of Parents.

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- 1.4.2.4. Grandparent's Café.
- 1.4.2.5. Misadventures of Motherhood.
- 1.4.2.6. Concord Connections.

**1.5. Staffing**

- 1.5.1. The Contractor shall require all staff, subcontractors, and volunteers, who have contact with children, complete criminal background and central registry checks.
- 1.5.2. The Contract shall ensure that all staff who shall drive as part of their job duties maintain a valid driver's license.
- 1.5.3. The Contractor shall ensure staff are trained in the principles of family support, maternal and child health, as well as the child welfare system with concentrations in service array as well as working in multidisciplinary teams.
- 1.5.4. The Contractor shall ensure that staff participate in training that includes, but is not limited to:
  - 1.5.4.1. Strengthening the Families Framework.
  - 1.5.4.2. The Five Protective Factors.
  - 1.5.4.3. Trust Based Relational Intervention.
  - 1.5.4.4. Solutions Based Casework.
- 1.5.5. The Contractor shall ensure that staff receive on-going staff enrichment and development in areas that include, but are not limited to:
  - 1.5.5.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community.
  - 1.5.5.2. Exercising empathy, with an understanding of family stressors of parents and families receiving services.
  - 1.5.5.3. Effective home visiting and reporting practices.
- 1.5.6. The Contractor shall ensure all clinicians and prescribing practitioners who provide consultation services are licensed by the NH Board of Psychological Examiners, as a health care professional.
- 1.5.7. The Contractor shall ensure the program is staffed, at a minimum, by a Program Director who works the minimum of a 0.5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
- 1.5.8. The Contractor shall ensure the Program Director have, at a minimum experience and education including but not limited to:

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- 1.5.8.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
- 1.5.8.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
- 1.5.8.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
- 1.5.8.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
- 1.5.9. The Contractor shall ensure the Paraprofessional Home Visitors have, at a minimum experience and education including but not limited to:
  - 1.5.9.1. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and
  - 1.5.9.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.5.10. The Contractor shall ensure that a minimum of one (1) Home-Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.5.11. The Contractor shall designate a staff position to be the liaison for all programmatic correspondence between the Department and the agency including, but not limited to:
  - 1.5.11.1. Clinical updates.
  - 1.5.11.2. Program announcements.
  - 1.5.11.3. Reporting changes, errors, and requests.
- 1.6. **Relevant Laws, Policies and Guidelines**
  - 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
  - 1.6.2. The Contractor shall meet all information security and privacy requirements, as set by the Department.

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- 1.6.3. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 3, 2008.
- 1.6.4. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.6.5. The Contractor shall promote immunizations, in accordance with RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.6.6. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.6.7. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.6.8. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.6.8.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.6.8.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.6.8.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.6.9. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.6.10. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal

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and state laws and regulations.

- 1.6.11. The Contractor shall provide all forms developed for authorization for release of information to the Department prior to use.
- 1.6.12. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.6.13. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 1.6.14. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes; and
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department by July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.

**New Hampshire Department of Health and Human Services  
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- 3.2.2. Recommendations for service development and outcomes.
- 3.2.3. Systemic barriers experienced.
- 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days of receiving the data, which includes but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month the Ages and Stages Questionnaire (ASQ) was administered.
  - 3.3.8. Recheck.
  - 3.3.9. Referred.
  - 3.3.10. Receiving services.
  - 3.3.11. Screening score.
  - 3.3.12. Consent signed to notify Primary Care Physician (PCP).
  - 3.3.13. Date the screen was sent to PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record on each family in compliance with all HIPAA Privacy Rules, ensuring each record includes; but is not limited to:
  - 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.

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EXHIBIT B**



- 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal and/or primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.
- 4. Performance Measures**
- 4.1. Contractor performance shall be monitored by the Department through review of consumer satisfaction data, which shall indicate a minimum of 80% favorable rating.
  - 4.2. The Contractor shall sustain 100% screening of, family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
  - 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
  - 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
  - 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
    - 4.5.1. Increasing outreach to high-risk populations.
    - 4.5.2. Increasing the share of referred families who enroll in services.
    - 4.5.3. Increasing service completion dates.
    - 4.5.4. Evaluating long-term program outcomes.
  - 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
  - 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

Contractor Initials   JAS

**New Hampshire Department of Health and Human Services  
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**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 5.3.3.1. Brochures.
- 5.3.3.2. Resource directories.
- 5.3.3.3. Protocols or guidelines.
- 5.3.3.4. Posters.
- 5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

6.1. The Contractor shall keep records that include, but are not limited to:

Contractor Initials BT

**New Hampshire Department of Health and Human Services  
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EXHIBIT B**



- 6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 6.1.4. Medical records on each patient/recipient of services.
- 6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

*Bas*

6/19/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C



Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Sub-recipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget Worksheet through Exhibit C-4, Budget Worksheet.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFAinvoices@dhhs.nh.gov](mailto:BFAinvoices@dhhs.nh.gov), or invoices may be mailed to:

Waypoint

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Rev. 01/08/19

Exhibit C

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Contractor Initials

*BFC*

Date

6/19/20

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301

6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

Waypoint

Exhibit C

Contractor Initials

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Date 6/19/24

Rev. 01/08/19

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



- 
- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

BAR

6/19/20

Exhibit C-1, Budget Worksheet

New Hampshire Department of Health and Human Services  
 COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder Name: Waypoint

Budget Request for: RFP-2021-OEHS-02-COMP-09 (Comprehensive Family Support Services - Concord)

Budget Period: 7/1/2020-6/30/21

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHS contract dollars		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	194,823.20	25,279.54	220,102.74				194,823.20	25,279.54	220,102.74
2. Employee Benefits	45,000.00	8,439.00	53,439.00				45,000.00	8,439.00	53,439.00
3. Computer/Information services	1,000.00		1,000.00				1,000.00		1,000.00
4. Equipment									
Travel									
Repair and Maintenance	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00
Purchase/Depreciation	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00
5. Supplies									
Educational	1,000.00		1,000.00				1,000.00		1,000.00
Lab									
Pharmacy									
Medical									
Office	1,828.00	400.00	2,228.00				1,828.00	400.00	2,228.00
6. Travel	6,500.00	1,200.00	7,700.00				6,500.00	1,200.00	7,700.00
7. Occupancy	18,579.22	1,000.00	19,579.22				18,579.22	1,000.00	19,579.22
8. Current Expenses									
Telephone	2,000.00	900.00	2,900.00				2,000.00	900.00	2,900.00
Postage	220.00		220.00				220.00		220.00
Subscriptions									
Auto and Local Insurance	2,000.00		2,000.00				2,000.00		2,000.00
Board Expenses									
9. Software									
10. Marketing/Communications	500.00	250.00	750.00				500.00	250.00	750.00
11. Staff Education and Training	2,000.00	300.00	2,300.00				2,000.00	300.00	2,300.00
12. Subcontracts/Agreements									
13. Other Organizational Costs	1,200.00		1,200.00				1,200.00		1,200.00
14. Interest Expenses		5,011.00	5,011.00					5,011.00	5,011.00
15. Purchase Services/In-Kind Donations	8,577.36		8,577.36	8,577.36		8,577.36			8,577.36
<b>TOTAL</b>	<b>292,149.72</b>	<b>61,479.64</b>	<b>353,629.36</b>	<b>4,377.36</b>		<b>4,377.36</b>	<b>348,252.00</b>	<b>61,479.64</b>	<b>409,731.64</b>

Indirect As A Percent of Direct

17.6%

Contractor Initials: *Waypoint*

Date: 6/19/20

Exhibit C-2, Budget Worksheet

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD											
Elder Name: Weyppel											
Budget Request for: RFP-2021-DEHS-02-COMPR-09 (Comprehensive Family Support Services - Concert)											
Budget Period: 7/1/2021-6/30/22											
Line Item	Total Program Cost			Condition / Usage / Match			Funded by Direct Contract Share				
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Total Salaries/Wages	194,823.79	33,279.58	228,103.37				194,823.79	33,279.58	228,103.37		
2. Employee Benefits	33,000.00	8,480.00	41,480.00				33,000.00	8,480.00	41,480.00		
3. Consultant/Interposition services	1,000.00		1,000.00				1,000.00		1,000.00		
4. Equipment:											
Rental											
Repair and Maintenance	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00		
Purchases/Depreciation	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00		
5. Supplies:											
Educational	1,000.00		1,000.00				1,000.00		1,000.00		
Lab											
Pharmacy											
Medical											
Office	1,800.00	400.00	2,200.00				1,800.00	400.00	2,200.00		
6. Travel	6,500.00	1,200.00	7,700.00				6,500.00	1,200.00	7,700.00		
7. Occupancy	16,528.22	1,000.00	17,528.22				16,528.22	1,000.00	17,528.22		
8. Current Expenses:											
Telephone	2,000.00		2,000.00				2,000.00		2,000.00		
Postage	220.00	600.00	820.00				220.00	600.00	820.00		
Subscriptions											
Audit and Legal											
Insurance	2,000.00		2,000.00				2,000.00		2,000.00		
Bond Expenses											
9. Software											
10. Marketing/Communications	300.00	250.00	550.00				300.00	250.00	550.00		
11. Staff Education and Training	2,000.00	300.00	2,300.00				2,000.00	300.00	2,300.00		
12. Subcontracts/Agreements											
13. Other Organizational Costs	1,200.00		1,200.00				1,200.00		1,200.00		
14. Interest Expenses		5,011.00	5,011.00					5,011.00	5,011.00		
15. Purchase Services/In-Kind Donations	6,577.38		6,577.38	6,577.38		6,577.38			6,577.38		
<b>TOTAL</b>	<b>291,148.78</b>	<b>81,870.58</b>	<b>373,019.36</b>	<b>6,577.38</b>		<b>6,577.38</b>	<b>284,571.40</b>	<b>81,870.58</b>	<b>373,019.36</b>		
Indirect As A Percent of Direct										17.8%	

Contractor Initials: EAR  
on 6/19/20

Exhibit C-3, Budget Worksheet

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Welder Name: **Waypoint**

Budget Request for: **RFP-2021-DEHS-02-COMPR-09 (Comprehensive Family Support Services - Concord)**

Budget Period: **7/1/2021-6/30/22**

Line Item	Total Program Cost (unencumbered)			Total Available			Contractor Share / Match			Funded by DHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salaries/Wages	194,823.20		194,823.20	228,182.34		228,182.34				194,823.20	33,378.54	228,182.74
2. Employee Benefits	53,000.00		53,000.00	61,480.00		61,480.00				53,000.00	8,480.00	61,480.00
3. Consultants/Interpretation services	1,000.00		1,000.00	1,000.00		1,000.00				1,000.00		1,000.00
4. Equipment												
Rental												
Repair and Maintenance	1,300.00		1,300.00	2,000.00		2,000.00				1,300.00	500.00	2,000.00
Purchase/Depreciation	1,300.00		1,300.00	2,000.00		2,000.00				1,300.00	500.00	2,000.00
5. Supplies:												
Educational	1,000.00		1,000.00	1,000.00		1,000.00				1,000.00		1,000.00
Lab												
Pharmacy												
Medical												
Office	1,800.00		1,800.00	2,300.00		2,300.00				1,800.00	400.00	2,300.00
6. Travel	8,300.00		8,300.00	7,700.00		7,700.00				8,300.00	1,200.00	7,400.00
7. Occupancy	16,529.22		16,529.22	17,329.22		17,329.22				16,529.22	1,000.00	17,329.22
8. Current Expenses:												
Telephone	2,800.00		2,800.00	2,800.00		2,800.00				2,000.00	800.00	2,800.00
Postage	220.00		220.00	220.00		220.00				220.00		220.00
Subscriptions												
Audi and Legal												
Insurance	2,000.00		2,000.00	2,000.00		2,000.00				2,000.00		2,000.00
Board Expenses												
9. Software												
10. Marketing/Communications	500.00		500.00	250.00		250.00				500.00	250.00	750.00
11. Staff Education and Training	2,000.00		2,000.00	2,500.00		2,500.00				2,000.00	300.00	2,300.00
12. Subcontracts/Agreements												
13. Other: Organizational Query	1,200.00		1,200.00	1,200.00		1,200.00				1,200.00		1,200.00
14. Interest Expenses				5,011.00		5,011.00					5,011.00	5,011.00
15. Purchase Services/In-Kind Donations	8,377.36		8,377.36	8,377.36		8,377.36	8,377.36					8,377.36
<b>TOTAL</b>	<b>292,149.78</b>		<b>292,149.78</b>	<b>343,178.34</b>		<b>343,178.34</b>	<b>8,377.36</b>			<b>333,872.42</b>	<b>61,678.64</b>	<b>337,893.86</b>

Indirect As A Percent of Direct: 17.4%

Contractor Initials: **BFT**  
Date: **6/19/20**

Exhibit C-4, Budget Worksheet

**New Hampshire Department of Health and Human Services**  
**COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder Name: **Waypoint**

Budget Request for: **RFP-2021-DEHS-02-COMPR-03 (Comprehensive Family Support Services - Concord)**

Budget Period: **7/1/2023-6/30/24**

Line Item	Total Program Cost			Contractor Share / Match			Funded by Direct contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	194,873.20	22,278.56	217,151.76				194,873.20	22,278.56	217,151.76
2. Employee Benefits	53,008.00	6,480.00	59,488.00				53,008.00	6,480.00	59,488.00
3. Consultant/Interpretation services	1,000.00		1,000.00				1,000.00		1,000.00
4. Equipment									
Rental									
Repair and Maintenance	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00
Purchase/Depreciation	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00
5. Supplies									
Educational	1,000.00		1,000.00				1,000.00		1,000.00
Lab									
Pharmacy									
Medical									
Office	1,800.00	400.00	2,200.00				1,800.00	400.00	2,200.00
6. Travel	6,500.00	1,200.00	7,700.00				6,500.00	1,200.00	7,700.00
7. Occupancy	16,529.22	1,000.00	17,529.22				16,529.22	1,000.00	17,529.22
8. Current Expenses									
Telephones	2,000.00	600.00	2,600.00				2,000.00	600.00	2,600.00
Postage	220.00		220.00				220.00		220.00
Subscriptions									
Audi and Legal									
Insurance	2,600.00		2,600.00				2,600.00		2,600.00
Board Expenses									
9. Software									
10. Marketing/Conferences	500.00	250.00	750.00				500.00	250.00	750.00
11. Staff Education and Training	2,000.00	300.00	2,300.00				2,000.00	300.00	2,300.00
12. Subcontract Agreements									
13. Other Organizational Costs	1,200.00		1,200.00				1,200.00		1,200.00
14. Interest Expenses		5,811.00	5,811.00					5,811.00	5,811.00
15. Purchase Services/Outgoing Donations	6,577.36		6,577.36	6,577.36		6,577.36			6,577.36
<b>TOTAL</b>	<b>292,143.78</b>	<b>61,578.56</b>	<b>353,722.34</b>	<b>6,577.36</b>		<b>6,577.36</b>	<b>285,566.42</b>	<b>61,578.56</b>	<b>347,144.98</b>

Indirect As A Percent of Direct: 17.8%

Contractor Initials: **SAT**  
Date: **6/19/20**



New Hampshire Department of Health and Human Services  
Exhibit D

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

New Hampshire Department of Health and Human Services  
Exhibit D



has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30-calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

- 2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location) ...

Check  if there are workplaces on file that are not identified here.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Sam Anderson  
Title: President/CEO

Vendor Initials SA  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit E



CERTIFICATION REGARDING LOBBYING

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6/19/20  
Date

Vendor Name: WAYPOINT  
Gonjia Alvarez

Name: GONJIA ALVAREZ DE TOWNS  
Title: President / CEO



New Hampshire Department of Health and Human Services  
Exhibit F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6/19/20  
Date

Vendor Name: WAYPOINT  
*[Signature]*  
Name: *[Signature]*  
Title: President/CEO

New Hampshire Department of Health and Human Services  
Exhibit G



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS.**

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Vendor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Vendor Initials

*Pat*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



New Hampshire Department of Health and Human Services  
Exhibit G

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Vendor agrees to comply with the provisions indicated above.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Suzie Alvarez de Toledo  
Title: President and CEO

Exhibit G

Vendor Initials [Signature]

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Vendor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Erin A. Hovitz  
Title: President/CEO

Vendor Initials: EAH  
Date: 6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

3/2014

Contractor Initials BT

Date 6/19/20

New Hampshire Department of Health and Human Services



Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

New Hampshire Department of Health and Human Services



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

3/2014

Contractor Initials BAT

Date 6/19/20

New Hampshire Department of Health and Human Services



Exhibit I

- pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.
- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
  - g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
  - h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
  - i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
  - j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
  - k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
  - l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials

Date 6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

3/2014

Contractor Initials BA

Date 4/17/20

New Hampshire Department of Health and Human Services



Exhibit I

- e. **Segregation.** If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. **Survival.** Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services

The State

*Christine Santanillo*

Signature of Authorized Representative

Christine Santanillo

Name of Authorized Representative

Director, D&H

Title of Authorized Representative

6/23/20

Date

WAVPOINT

Name of the Contractor

*Enrique Alvarado de Toledo*

Signature of Authorized Representative

Enrique Alvarado de Toledo

Name of Authorized Representative

President/CEO

Title of Authorized Representative

6/19/20

Date

*EA*

New Hampshire Department of Health and Human Services  
Exhibit J



**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of Individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

6/19/20  
Date

Contractor Name: WAYPOINT  
[Signature]  
Name: Enja Alvarez de Toledo  
Title: President/CEO

New Hampshire Department of Health and Human Services  
Exhibit J



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 09-550-5905
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

BA

6/19/20

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information; whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

*[Handwritten Signature]*

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

**III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS**

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

**A. Retention**

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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New Hampshire Department of Health and Human Services  
Exhibit K  
DHHS Information Security Requirements



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

**B. Disposition**

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

**IV. PROCEDURES FOR SECURITY**

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

New Hampshire Department of Health and Human Services  
Exhibit K  
DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

**New Hampshire Department of Health and Human Services**

**Exhibit K**

**DHHS Information Security Requirements**



the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach, which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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6/17/20

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

*[Handwritten Signature]*

6/19/20

New Hampshire Department of Health and Human Services  
Exhibit K  
DHHS Information Security Requirements



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,928,732
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 96% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 12% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 25% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 61% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. 1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 4% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

RFP-2021-DEHS-02-COMPR-10-A02

Contractor Initials: BT

6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/29/2024

Date

DocuSigned by:  
*Iain Watt*  
07768803F9704C7...  
Name: Iain Watt  
Title: Interim Director - DPHS

Waypoint

5/28/2024

Date

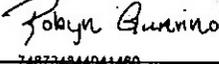
DocuSigned by:  
*Borja Alvarez de Toledo*  
2E588A23408F400...  
Name: Borja Alvarez de Toledo  
Title: president and CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/30/2024

Date

DocuSigned by:  
  
748734844041460...  
Name: Robyn Guarino  
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Waypoint located at 464 Chestnut Street, Manchester, NH, and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Manchester District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

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**1.2. CFSS Home Visiting Services**

- 1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:
  - 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
  - 1.2.1.2. Promoting a safe and nurturing environment for children.
  - 1.2.1.3. Improving maternal and child health.
  - 1.2.1.4. Promoting positive parenting practices.
  - 1.2.1.5. Reducing child maltreatment.
  - 1.2.1.6. Increasing linkages and referrals to community resources and supports.
- 1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:
  - 1.2.2.1. Prevention;
  - 1.2.2.2. Early intervention; and
  - 1.2.2.3. Crisis.
- 1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:
  - 1.2.3.1. Growing Great Kids curriculum.
  - 1.2.3.2. Parents as Teachers curriculum.
  - 1.2.3.3. Positive Solutions for Families.
  - 1.2.3.4. Strengthening Families Parent Cafes.
  - 1.2.3.5. Born to Learn curriculum.
  - 1.2.3.6. The Period of PURPLE Crying.
  - 1.2.3.7. Enhanced care coordination.
  - 1.2.3.8. Motivational interviewing.
  - 1.2.3.9. Advocacy training.
  - 1.2.3.10. Reflective supervision.

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- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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- 1.2.6.7. Accessing parental education on topics that include, but are not limited to:
  - 1.2.6.7.1. Child development.
  - 1.2.6.7.2. Child behavior.
  - 1.2.6.7.3. Child health.
  - 1.2.6.7.4. Coping and problem-solving skills.
  - 1.2.6.7.5. Safety.
  - 1.2.6.7.6. Parenting skills.

1.2.7. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS participants. The ROI shall include:

- 1.2.7.1. Acknowledgement of data collection within the FSDS.
- 1.2.7.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.2.7.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.2.7.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.3. Assessments and Referrals**

1.3.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:

- 1.3.1.1. A previous or current founded, or unfounded, child protective services report.
- 1.3.1.2. Having a child who has a low birth weight and neuro developmental delays.
- 1.3.1.3. A history of, or current, parental or caregiver substance abuse.
- 1.3.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
- 1.3.1.5. Having income at or below 250% of the Federal Poverty Level.
- 1.3.1.6. Family history of domestic violence.
- 1.3.1.7. Child's insecure attachment in early years.

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- 1.3.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
- 1.3.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
- 1.3.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
- 1.3.1.11. Having more than one (1) child under three (3) years of age.
- 1.3.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.3.1.13. Home conditions presenting a health and/or safety risk to family members.
- 1.3.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.
- 1.3.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.3.1.16. Families impacted by traumatic events.
- 1.3.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.3.1.18. Substance Use Disorder services.
- 1.3.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.3.2.1. Identify strengths;
  - 1.3.2.2. Identify risk factors;
  - 1.3.2.3. Identify current needs;
  - 1.3.2.4. Determine best program fit; and
  - 1.3.2.5. Provide appropriate CFSS referrals and services.
- 1.3.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.3.3.1. The Ages and Stages Questionnaires, ASQ-3 and ASQ-SE.
  - 1.3.3.2. Prime MD depression screening.
  - 1.3.3.3. Edinburg Postnatal screening.

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- 1.3.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.3.4.1. Parent education and support.
  - 1.3.4.2. Family mentoring and advocacy.
  - 1.3.4.3. Medical and health education.
  - 1.3.4.4. Mental health and education.
  - 1.3.4.5. Early childhood education.
  - 1.3.4.6. Literacy education and support.
  - 1.3.4.7. Life skills training.
  - 1.3.4.8. Use of preventive childcare.
- 1.3.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.3.5.1. Childcare Aware of New Hampshire.
  - 1.3.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.3.5.3. Special Medicaid Services, including FCESS.
  - 1.3.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.3.5.5. NH Employment Security.
  - 1.3.5.6. Local school districts.
  - 1.3.5.7. Family violence prevention agencies.
  - 1.3.5.8. Mental health services.
  - 1.3.5.9. Nutrition education and healthy foods.
  - 1.3.5.10. Instructional money management.
  - 1.3.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.3.5.12. Independent living skills programs.
  - 1.3.5.13. Adult education.
  - 1.3.5.14. Literacy education.
  - 1.3.5.15. Employment services.
  - 1.3.5.16. Vocational rehabilitation services.

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**1.4. Marketing and Outreach**

- 1.4.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
  - 1.4.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.4.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families and community members.
  - 1.4.1.3. Targeted mailings.
  - 1.4.1.4. Representing the FRC at community agencies and events.
- 1.4.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:
  - 1.4.2.1. Distribute the "Learn the Signs, Act Early" materials.
  - 1.4.2.2. Report the number of families who received developmental screening education materials.
  - 1.4.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
  - 1.4.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.5. Workshops and Support Groups**

- 1.5.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.5.1.1. In community spaces.
  - 1.5.1.2. At the Family Resource Center.
  - 1.5.1.3. Virtual.
- 1.5.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.5.2.1. Positive Solutions for Families.
  - 1.5.2.2. Parenting a Second Time Around.
  - 1.5.2.3. Cooking and nutrition classes.
  - 1.5.2.4. Instructional money management programs.
  - 1.5.2.5. Mommy and Me (New Baby) group.
  - 1.5.2.6. Supporting Language and Your Child.

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- 1.5.2.7. You and Your Child Series.
- 1.5.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.5.3.1. Parent Support.
  - 1.5.3.2. Kincare Support.
  - 1.5.3.3. CONNECT.
  - 1.5.3.4. Circle of Parents.
  - 1.5.3.5. Parent and Grandparent Café.
- 1.5.4. The Contractor must provide training to parents on topics that include, but are not limited to:
  - 1.5.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
  - 1.5.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
    - 1.5.4.2.1. Problem-solving skills.
    - 1.5.4.2.2. Promoting children's cognitive, academic, and social skills.
    - 1.5.4.2.3. Positive discipline.
    - 1.5.4.2.4. Decision-making.
    - 1.5.4.2.5. Relationships.
    - 1.5.4.2.6. Self-control.
    - 1.5.4.2.7. Limit-setting.
    - 1.5.4.2.8. Creating structure.
    - 1.5.4.2.9. Setting appropriate expectations.
    - 1.5.4.2.10. Parenting children with Autism and sensory disorders.
  - 1.5.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
    - 1.5.4.3.1. Secure attachments.
    - 1.5.4.3.2. Ongoing nurturing relationships.
    - 1.5.4.3.3. Physical protection and safety.
    - 1.5.4.3.4. Developmentally appropriate experiences.
    - 1.5.4.3.5. Setting limits.

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- 1.5.4.3.6. Providing structure.
- 1.5.4.3.7. Parenting teenagers.
- 1.5.4.3.8. Positive discipline strategies.

1.5.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.6. Staffing and Training**

1.6.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

1.6.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:

- 1.6.2.1. Program Director.
- 1.6.2.2. Program Manager.
- 1.6.2.3. Supervisor.
- 1.6.2.4. Family Resource Center Coordinator.
- 1.6.2.5. Community Outreach Coordinator.
- 1.6.2.6. Administrative support staff.

1.6.3. The Contractor must ensure paraprofessional home visitors possess:

- 1.6.3.1. A high school diploma or equivalent.
- 1.6.3.2. Experience providing services to families.
- 1.6.3.3. Knowledge of child development.

1.6.4. The Contractor must ensure supervisors and program managers have:

- 1.6.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
- 1.6.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.

1.6.5. The Contractor must ensure staff are trained in:

- 1.6.5.1. The principles of family support.
- 1.6.5.2. Maternal and child health.
- 1.6.5.3. The child welfare system with concentrations in service array.

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- 1.6.5.4. Working in multidisciplinary teams.
- 1.6.5.5. Home visiting safety.
- 1.6.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.6.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.6.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.6.6.3. Effective home visiting and reporting practices.
- 1.6.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.6.7.1. The Strengthening Families Framework.
  - 1.6.7.2. The Five Protective Factors.
  - 1.6.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.6.7.4. Maternal Depression Screening administration.
  - 1.6.7.5. Motivational Interviewing.
  - 1.6.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.6.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.6.8.1. Growing Great Kids.
  - 1.6.8.2. Parents as Teachers.
- 1.6.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.6.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.6.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.6.11.1. NH EASY benefits application training.
  - 1.6.11.2. Bureau of Family Assistance (BFA) Overview training.

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- 1.6.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
- 1.6.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.7. Relevant Laws, Policies and Guidelines**

- 1.7.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates one of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.7.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.7.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.7.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.7.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.7.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.7.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.7.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.

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- 1.7.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.7.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 1.7.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.8. Reporting and Deliverable Requirements**

- 1.8.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:
  - 1.8.1.1. The progress in achieving the stated outcomes.
  - 1.8.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
  - 1.8.1.3. Referral and engagement data.
- 1.8.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:
  - 1.8.2.1. Program accomplishments and activities, in detail.
  - 1.8.2.2. Recommendations for service development and outcomes.
  - 1.8.2.3. Systemic barriers experienced.
  - 1.8.2.4. Family satisfaction survey results.
- 1.8.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.
- 1.8.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:
  - 1.8.4.1. Participant names.
  - 1.8.4.2. Participant DOBs.
  - 1.8.4.3. Source of referral.
  - 1.8.4.4. Referral information.
  - 1.8.4.5. Release of information form.
  - 1.8.4.6. Income.

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- 1.8.4.7. Family assessment.
- 1.8.4.8. Child/Family services plan.
- 1.8.4.9. Case contact log.
- 1.8.4.10. Receipt of health care.
- 1.8.4.11. Medicaid insurance information.
- 1.8.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.8.4.13. Progress notes.
- 1.8.4.14. Childcare utilization and billing information.
- 1.8.4.15. Case closure report.
- 1.8.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.8.5.1. Parent and Child Name.
  - 1.8.5.2. Parent and Child DOB.
  - 1.8.5.3. Residence.
  - 1.8.5.4. Parent and Child Ethnicity.
  - 1.8.5.5. Parent and Child Race.
  - 1.8.5.6. Language.
  - 1.8.5.7. Educational level.
  - 1.8.5.8. Digital resources (phone, cell, laptop).
  - 1.8.5.9. Income.
  - 1.8.5.10. Insurance.
  - 1.8.5.11. Employment.
  - 1.8.5.12. Prenatal and post-partum Healthcare access.
  - 1.8.5.13. Home visit and screening tools completed.
  - 1.8.5.14. Topics reviewed including, but not limited to:
    - 1.8.5.14.1. Maternal depression screening.
    - 1.8.5.14.2. Family Planning.
    - 1.8.5.14.3. Positive Parenting Practices.
    - 1.8.5.14.4. Breastfeeding/Lactation support.

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- 1.8.5.14.5. Nutrition.
- 1.8.5.14.6. Child Health.
- 1.8.5.14.7. Maternal health and self-care.
- 1.8.5.15. Referrals made for service linkage including, but not limited to:
  - 1.8.5.15.1. Concrete Supports.
  - 1.8.5.15.2. Childcare.
  - 1.8.5.15.3. Healthcare access.
  - 1.8.5.15.4. Community supports.
  - 1.8.5.15.5. Home visiting programs and type.
  - 1.8.5.15.6. Discharge date and reason.
  - 1.8.5.15.7. Post survey completion.
- 1.8.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.9. Performance Measures**

- 1.9.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 1.9.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
- 1.9.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals, and is monitored through the Family Support Data System (FSDS).
- 1.9.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
- 1.9.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
- 1.9.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 1.9.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
  - 1.9.7.1. Increasing outreach to high-risk populations.

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- 1.9.7.2. Increasing the share of referred families who enroll in services.
- 1.9.7.3. Increasing service completion dates.
- 1.9.7.4. Evaluating long-term program outcomes including, but not limited to:
  - 1.9.7.4.1. Increasing families' connections to community resources.
  - 1.9.7.4.2. Reducing child maltreatment investigations and substantiations.
  - 1.9.7.4.3. Improving the quality and safety of the home environment.
  - 1.9.7.4.4. Increasing positive parenting behaviors.
  - 1.9.7.4.5. Reducing parental anxiety and depression.
  - 1.9.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.9.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.9.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.10. Background Checks**

- 1.10.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
  - 1.10.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.10.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49; with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.10.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.11. Confidential Data**

- 1.11.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

1.11.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.12. Privacy Impact Assessment**

1.12.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.12.1.1. How PII is gathered and stored;
- 1.12.1.2. Who will have access to PII;
- 1.12.1.3. How PII will be used in the system;
- 1.12.1.4. How individual consent will be achieved and revoked; and
- 1.12.1.5. Privacy practices.

1.12.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

**1.13. Department Owned Devices, Systems and Network Usage**

1.13.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfillment of this Agreement, each End User must:

- 1.13.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.13.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

they access or attempt to access information without having the express authority of the Department to do so;

- 1.13.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to system entry/access;
- 1.13.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.13.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.13.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.13.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.13.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.13.1.9. Agree when utilizing the Department's email system:
  - 1.13.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.13.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.13.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:  
 CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.13.1.10. Contractor End Users with a Department issued email, access or potential access to Confidential Data, and/or a workspace in a

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**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

Department building/facility, must:

1.13.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing, viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.13.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.13.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.13.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.13.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

1.13.2. Workspace Requirement

1.13.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.14. Contract End of Life Transition Services**

1.14.1. General Requirements

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.14.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.
- 1.14.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.14.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.14.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.14.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

1.14.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.14.2. Completion of Transition Services

1.14.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

1.14.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

1.14.3. Disagreement over Transition Services Results

1.14.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.

2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

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Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 3.3.3.1. Brochures.
- 3.3.3.2. Resource directories.
- 3.3.3.3. Protocols or guidelines.
- 3.3.3.4. Posters.
- 3.3.3.5. Reports.

3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

4.1. The Contractor must keep records that include, but are not limited to:

4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 4.1.4. Medical records on each patient/recipient of services.
- 4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**Exhibit C-5, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b>		Waypoint (Manchester District)
<b>Budget Request for:</b>		Comprehensive Family Support Services
<b>Budget Period</b>		7/1/2024 - 06/30/2025 (SFY 2025)
<b>Indirect Cost Rate (if applicable)</b>		0.17399858
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$169,216	\$0
2. Fringe Benefits	\$67,069	\$0
3. Consultants	\$10,000	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$10	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$950	\$0
6. Travel	\$4,000	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$250	\$0
8. (b) Other - Education and Training	\$7,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other Occupancy	\$16,453	\$0
Other Telephone	\$4,250	\$0
Other Postage	\$175	\$0
Other Org Dues	\$750	\$0
Other Insurance	\$2,500	\$0
Other Purchased Services / In-Kind D	\$0	\$8,555
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$283,123</b>	<b>\$8,555</b>
<b>Total Indirect Costs</b>	<b>\$49,263</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$332,386</b>	<b>\$8,555</b>

Contractor: DS  
BAT

Date: 5/28/2024

**Exhibit C-6, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Waypoint (Manchester District)		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026 (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 0.17399737		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$171,243	\$0
2. Fringe Benefits	\$67,873	\$0
3. Consultants	\$10,000	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$10	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$950	\$0
6. Travel	\$4,000	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$250	\$0
8. (b) Other - Education and Training	\$7,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other Occupancy	\$16,453	\$0
Other Telephone	\$4,250	\$0
Other Postage	\$175	\$0
Other Org Dues	\$750	\$0
Other Insurance	\$1,671	\$0
Other Purchased Services / In-Kind D	\$0	\$8,555
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$285,125</b>	<b>\$8,555</b>
<b>Total Indirect Costs</b>	<b>\$49,611</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$334,736</b>	<b>\$8,555</b>

Contractor:         <sup>DS</sup>  
BAT

# 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 WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. 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: 62585

Certificate Number: 0006363884



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of December A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State



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## CERTIFICATE OF VOTE

I, MARK C. ROUVALIS, Board Chair, do hereby certify that:

1. I am a duly elected Officer of WAYPOINT.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Agency duly held on 12/4/18:

**RESOLVED:** That this corporation enters into a contract with the State of New Hampshire, and any of its Agencies or Departments.

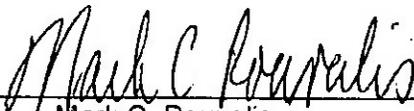
**RESOLVED:** That the PRESIDENT AND CEO is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

BORJA ALVAREZ DE TOLEDO is the duly elected PRESIDENT/CEO of the Agency.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Date

5/24/24

  
Mark C. Rouvalis



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/21/2023

**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).**

<b>PRODUCER</b> Cross Insurance-Manchester 1100 Elm Street  Manchester NH 03101	<b>CONTACT NAME:</b> Stephanie Peffer <b>PHONE (A/C, No, Ext):</b> (603) 669-3218 <b>FAX (A/C, No):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> manch.certs@crossagency.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Waypoint Po Box 448  Manchester NH 03105	<b>INSURER A:</b> Philadelphia Indemnity Ins Co <b>NAIC #</b> 18058 <b>INSURER B:</b> Granite State Health Care and Human Services Self- <b>INSURER C:</b> Travelers Cas. & Surety Co of America <b>31194</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:** 23-24 All 24-25 WC      **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 checked="" type="checkbox"/> OTHER: Professional Liability			PHPK2570618	07/01/2023	07/01/2024	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/OP AGG \$ 3,000,000 Each incident \$1M \$ 3,000,000 - agg
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2570610	07/01/2023	07/01/2024	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 DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB869967	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
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	N/A	HCHS20240000576 (3a.) NH	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Fidelity & Forgery			105912196	04/01/2021	04/01/2024	Limit \$500,000 Deductible \$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Refer to policy for exclusionary endorsements and special provisions.

<b>CERTIFICATE HOLDER</b>  NH Department of Health & Human Services Bureau of Contracts & Procurement 129 Pleasant Street Concord NH 03301	<b>CANCELLATION</b>  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 
--	--



**WAYPOINT**

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CHILD AND FAMILY SERVICES

MISSION STATEMENT:

**Empowering people of all ages through an array of human services and advocacy**



**HEADQUARTERS**

toll free (800) 640.6486  
office (603) 518.4000  
fax (603) 668.6260

464 Chestnut Street  
PO Box 448  
Manchester, NH 03105  
[waypointnh.org](http://waypointnh.org)

**WAYPOINT**

**CONSOLIDATED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED DECEMBER 31, 2023**



**WAYPOINT**

**Help Along the Way**

# WAYPOINT

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
Waypoint

### Report on the Audit of the Consolidated Financial Statements

#### *Opinion*

We have audited the consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of Waypoint as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Waypoint and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Waypoint's ability to continue as a going concern for one year after the date that the consolidated financial statements are available to be issued.

### *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Waypoint's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Waypoint's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2023 and 2022 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards

generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

***Report on Summarized Comparative Information***

The consolidated financial statements of Waypoint as of and for the year ended December 31, 2022, were audited by Melanson, whose report dated May 10, 2023 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2024 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

*Marcum LLP*

Merrimack, NH  
May 20, 2024

## WAYPOINT

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2023

*(with comparative totals as of December 31, 2022)*

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	\$ 5,649,783	\$ --	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	--	70,644	76,756
Accounts receivable, net of allowance for credit losses of \$11,667 and \$300	1,141,771	--	1,141,771	801,732
Grants receivable	1,649,265	--	1,649,265	1,274,880
Contributions receivable	88,258	--	88,258	--
Prepaid expenses	198,073	--	198,073	587,001
<b>Total Current Assets</b>	<b>8,797,794</b>	<b>--</b>	<b>8,797,794</b>	<b>3,452,814</b>
<b>Noncurrent Assets</b>				
Investments	16,966,133	4,428,622	21,394,755	18,568,769
Beneficial interest held in trusts	--	2,165,143	2,165,143	2,020,741
Property and equipment, net	9,675,555	--	9,675,555	10,105,143
Operating right-of-use assets, net	293,239	--	293,239	334,034
<b>Total Noncurrent Assets</b>	<b>26,934,927</b>	<b>6,593,765</b>	<b>33,528,692</b>	<b>31,028,687</b>
<b>Total Assets</b>	<b>\$ 35,732,721</b>	<b>\$ 6,593,765</b>	<b>\$ 42,326,486</b>	<b>\$ 34,481,501</b>
<b>Liabilities and Net Assets</b>				
<b>Current Liabilities</b>				
Accounts payable	\$ 185,519	\$ --	\$ 185,519	\$ 246,312
Accrued payroll and related liabilities	713,461	--	713,461	891,489
Other liabilities	58,649	--	58,649	205,887
Current portion of bonds payable	180,000	--	180,000	175,000
Current portion of operating lease liabilities	172,933	--	172,933	175,381
Refundable advances	316,902	--	316,902	443,742
<b>Total Current Liabilities</b>	<b>1,627,464</b>	<b>--</b>	<b>1,627,464</b>	<b>2,137,811</b>
<b>Noncurrent Liabilities</b>				
Bonds payable, net of current portion	3,175,167	--	3,175,167	3,355,167
Operating lease liabilities, net of current portion	124,897	--	124,897	160,212
Deferred loans - NHHFA	1,250,000	--	1,250,000	1,250,000
Interest rate swap agreements	380,838	--	380,838	399,935
<b>Total Noncurrent Liabilities</b>	<b>4,930,902</b>	<b>--</b>	<b>4,930,902</b>	<b>5,165,314</b>
<b>Total Liabilities</b>	<b>6,558,366</b>	<b>--</b>	<b>6,558,366</b>	<b>7,303,125</b>
<b>Net Assets</b>				
Without donor restrictions	29,174,355	--	29,174,355	21,485,716
With donor restrictions	--	6,593,765	6,593,765	5,692,660
<b>Total Net Assets</b>	<b>29,174,355</b>	<b>6,593,765</b>	<b>35,768,120</b>	<b>27,178,376</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 35,732,721</b>	<b>\$ 6,593,765</b>	<b>\$ 42,326,486</b>	<b>\$ 34,481,501</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with summarized comparative totals for the year ended December 31, 2022)*

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Support and Revenue</b>				
Support:				
Government grants	\$ 8,404,728	\$ 1,207,675	\$ 9,612,403	\$ 9,800,690
Contributions	1,387,432	2,331,849	3,719,281	2,840,961
In-kind contributions	77,736	--	77,736	48,536
Special events:				
Gross revenue	22,449	415,806	438,255	616,955
Less cost of direct benefit to donors	(120,158)	--	(120,158)	(153,690)
Net special events revenue	(97,709)	415,806	318,097	463,265
Revenue:				
Service fees, net	8,084,807	--	8,084,807	6,200,380
Rental income	15,641	--	15,641	--
Other income	119,368	--	119,368	40,684
Net Assets Released From Restrictions:				
Program releases	3,538,472	(3,538,472)	--	--
Endowment releases	80,643	(80,643)	--	--
Endowment Transfer to Support Operations	868,594	--	868,594	842,559
<b>Total Support and Revenue</b>	<b>22,479,712</b>	<b>336,215</b>	<b>22,815,927</b>	<b>20,237,075</b>
<b>Operating Expenses</b>				
Program services	17,015,721	--	17,015,721	15,261,737
Management and general	3,382,989	--	3,382,989	2,816,820
Fundraising	465,528	--	465,528	795,129
<b>Total Operating Expenses</b>	<b>20,864,238</b>	<b>--</b>	<b>20,864,238</b>	<b>18,873,686</b>
<b>Change in Net Assets From Operations</b>	<b>1,615,474</b>	<b>336,215</b>	<b>1,951,689</b>	<b>1,363,389</b>
<b>Nonoperating Activities</b>				
Investment income (loss), net	2,573,760	420,488	2,994,248	(4,096,650)
Unrealized gain on interest rate swap	19,097	--	19,097	593,622
(Loss) gain on the sale of asset	(4,136)	--	(4,136)	241,592
Change in beneficial interest	--	144,402	144,402	(413,854)
Interest income	297,174	--	297,174	4,744
Endowment transfer to support operations	(868,594)	--	(868,594)	(842,559)
Employee retention tax credit, net	4,055,864	--	4,055,864	--
Transfer of assets from Richie McFarland Children's Center	--	--	--	2,521,803
<b>Total Nonoperating Activities</b>	<b>6,073,165</b>	<b>564,890</b>	<b>6,638,055</b>	<b>(1,991,302)</b>
<b>Change in Net Assets</b>	<b>7,688,639</b>	<b>901,105</b>	<b>8,589,744</b>	<b>(627,913)</b>
<b>Net Assets, Beginning of Year</b>	<b>21,485,716</b>	<b>5,692,660</b>	<b>27,178,376</b>	<b>27,806,289</b>
<b>Net Assets, End of Year</b>	<b>\$ 29,174,355</b>	<b>\$ 6,593,765</b>	<b>\$ 35,768,120</b>	<b>\$ 27,178,376</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with summarized comparative totals for the year ended December 31, 2022)*

	2023			2023 Total	2022 Total
	Program Services	Management and General	Fundraising		
<b>Personnel expense:</b>					
Salaries and wages	\$ 9,649,650	\$ 1,634,614	\$ 309,418	\$ 11,593,682	\$ 10,719,413
Employee benefits	1,723,526	176,591	37,744	1,937,861	1,525,300
Retirement plan	119,524	35,604	5,325	160,453	121,399
Payroll taxes and other	990,399	127,664	23,934	1,141,997	1,026,086
Subtotal personnel expense	12,483,099	1,974,473	376,421	14,833,993	13,392,198
<b>Professional fees:</b>					
Accounting	75	45,570	--	45,645	51,130
Legal	6,784	70,873	--	77,657	18,661
Contracted services	418,189	406,788	52,603	877,580	1,179,448
Subtotal professional fees	425,048	523,231	52,603	1,000,882	1,249,239
Assistance to individuals	1,300,225	551	45,000	1,345,776	1,150,805
Communications	191,563	47,124	6,242	244,929	230,090
Conferences, conventions, meetings, and trainings	125,001	39,610	8,667	173,278	185,314
Depreciation	369,348	198,363	6,964	574,675	499,935
Insurance	118,173	63,652	2,282	184,107	97,877
Interest	286,008	40,704	5,449	332,161	251,392
Membership dues	29,654	16,084	--	45,738	56,711
Miscellaneous	52,471	113,285	5,414	171,170	81,163
Occupancy	827,313	70,603	12,193	910,109	799,844
Printing and publications	14,402	48,572	59,996	122,970	126,413
Equipment rental and maintenance	188,633	212,005	1,127	401,765	341,559
Supplies	149,564	12,586	2,190	164,340	159,595
Travel	455,219	22,146	1,138	478,503	405,241
<b>Total Expenses By Function</b>	<b>17,015,721</b>	<b>3,382,989</b>	<b>585,686</b>	<b>20,984,396</b>	<b>19,027,376</b>
Less expenses included on the Statement of Activities:					
Cost of direct benefits to donors	--	--	(120,158)	(120,158)	(153,690)
<b>Total Expenses Reported on the Statement of Activities</b>	<b>\$ 17,015,721</b>	<b>\$ 3,382,989</b>	<b>\$ 465,528</b>	<b>\$ 20,864,238</b>	<b>\$ 18,873,686</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with comparative totals for the year ended December 31, 2022)*

	2023	2022
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ 8,589,744	\$ (627,913)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	574,675	499,935
Disposals of fixed assets	36,625	242,906
Amortization of operating right-of-use assets	212,581	173,740
Contributions restricted for endowment	(34,963)	(71,249)
Donation of closely held securities	(750,000)	--
Realized gain on investments	(308,748)	(171,631)
Unrealized (gain) loss on investments	(2,155,130)	4,768,167
Change in beneficial interest in trusts	(144,402)	413,854
Change in interest rate swap	(19,097)	(593,622)
RMCC fixed assets and beneficial interest	--	(1,332,247)
Changes in operating assets and liabilities:		
Accounts receivable	(340,039)	(151,075)
Grants receivable	(374,385)	(635,646)
Contributions receivable	(88,258)	--
Prepaid expenses	388,928	(275,337)
Accounts payable	(60,793)	(44,066)
Accrued payroll and related liabilities	(178,028)	292,661
Other liabilities	(147,238)	142,188
Refundable advances	(126,840)	(217,195)
Operating lease liabilities	(209,548)	(172,182)
<b>Net Cash Provided by Operating Activities</b>	<u>4,865,084</u>	<u>2,241,288</u>
<b>Cash Flows from Investing Activities</b>		
Purchases of investments	(561,345)	(571,135)
Proceeds from sale of investments	949,237	932,262
Purchase of fixed assets	(181,713)	(3,070,755)
<b>Net Cash Provided by (Used in) Investing Activities</b>	<u>206,179</u>	<u>(2,709,628)</u>
<b>Cash Flows from Financing Activities</b>		
Contributions restricted for endowment	34,963	71,249
Proceeds from line of credit	5,505,906	--
Principal payments on line of credit	(5,505,906)	--
Payment of long-term debt	(175,000)	(224,833)
<b>Net Cash Used in Financing Activities</b>	<u>(140,037)</u>	<u>(153,584)</u>
<b>Net Change in Cash and Cash Equivalents and Restricted Cash</b>	<u>4,931,226</u>	<u>(621,924)</u>
<b>Cash and Cash Equivalents, and Restricted Cash, Beginning of Year</b>	<u>789,201</u>	<u>1,411,125</u>
<b>Cash and Cash Equivalents, and Restricted Cash, End of Year</b>	<u>\$ 5,720,427</u>	<u>\$ 789,201</u>
<b>Supplemental Disclosure of Cash Flow Information:</b>		
Cash paid during the year for interest	<u>\$ 332,161</u>	<u>\$ 251,392</u>
<b>Supplemental Disclosure of Non-cash Investing Activity:</b>		
RMCC fixed assets and beneficial interest	<u>\$ --</u>	<u>\$ 1,332,247</u>
<b>As reported in the Consolidated Statement of Financial Position, cash balance consists of:</b>		
Cash and cash equivalents	<u>\$ 5,649,783</u>	<u>\$ 712,445</u>
Restricted cash	<u>70,644</u>	<u>76,756</u>
<b>Total Cash, Cash Equivalents, and Restricted Cash</b>	<u>\$ 5,720,427</u>	<u>\$ 789,201</u>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 1 - ORGANIZATION

Waypoint (the Organization) is a nonprofit organization, founded in 1850, with a mission to empower people of all ages through an array of human services and advocacy. Waypoint adheres to the highest standards of practice and is the only organization in New Hampshire to be accredited by the Council on Accreditation.

Waypoint has historically been the first service provider to respond to the state's most pressing needs – responding to child labor of the 1900s, child abuse in the 1940s, the spike in youth homelessness in the 1960s, human trafficking in the 2010s, and continues that trend today. Each year we serve an average of 7,500 individuals, children, and families across New Hampshire. Nearly 90% of our clients live in poverty or with very low incomes.

These services span the life cycle from prenatal to seniors, and fall under four core care areas:

#### *FAMILY PRESERVATION AND STRENGTHENING*

Intensive home-based programs in partnership with the Division of Children, Youth, and Families to restore positive family functioning for youth and families involved with the child welfare and juvenile justice systems as well as voluntary services for families that are at risk to stabilize families. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs. Waypoint empowers families with the skills and resources they need to provide for their children and become self-sufficient.

#### *EARLY CHILDHOOD AND FAMILY SUPPORT*

Education and support to improve parenting, strengthen families, prevent child abuse, and neglect, and ensure the healthy development of children are provided in homes and through Family Resource Centers throughout New Hampshire. This includes home visiting services that support families and support and therapy for infants and toddlers with, or at-risk of, developmental disabilities and delays. Waypoint also operates a childcare center (the Children's Place and Parent Education Center) providing a unique combination of educational and family support. Young children starting life at a disadvantage receive critical services to ensure a good beginning and to optimize their chances for life-long success.

**WAYPOINT**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 1 - ORGANIZATION (CONTINUED)**

***HOMELESS YOUTH AND YOUNG ADULTS***

A continuum of care designed to support youth and young adults (12-25) in exiting homelessness and finding long-term independence and stability. Services feature street-based outreach, basic needs fulfillment at drop-in centers, crisis intervention, educational and vocational advocacy, housing, and case management. Waypoint operates the only low-barrier emergency shelter specifically for adults aged 18-24 who are experiencing or are at-risk of homelessness.

***HEMOCARE***

In-home support for seniors and adults with disabilities so they can maintain their independence safely in their community, and family-strengthening support and resources, for children with chronic health condition and their families. Waypoint provides services delivered by personal care service providers, nurses, and LNAs in homes that help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, and help with daily tasks.

Waypoint provides additional support for children, families, and individuals through a strong advocacy program, established in 1971. The combination of advocacy and direct service practice uniquely positions Waypoint to serve the best interests of New Hampshire children.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of significant accounting policies used in preparing and presenting the accompanying consolidated financial statements.

***BASIS OF FINANCIAL STATEMENT PRESENTATION***

The consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***CHANGE IN ACCOUNTING PRINCIPLE***

***ASC 326, Current Expected Credit Losses***

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 326, *Current Expected Credit Losses*, which changed how entities will measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Organization that are subject to the guidance in FASB ASC 326 are trade accounts receivable.

The Organization adopted the standard effective January 1, 2023. The impact of the adoption was not considered material to the consolidated financial statements and primarily resulted in new/enhanced disclosures only.

***PRINCIPLES OF CONSOLIDATION***

The consolidated financial statements include Waypoint and Child and Family Realty Corporation, commonly controlled organizations. All inter-organization transactions have been eliminated. Unless otherwise noted, these consolidated entities are hereinafter referred to as "the Organization".

***COMPARATIVE FINANCIAL INFORMATION***

The accompanying consolidated 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 GAAP. Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2022, from which the summarized information was derived.

***CASH AND CASH EQUIVALENTS***

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***ACCOUNTS RECEIVABLE AND CREDIT POLICIES***

At the end of each reporting period, the Organization estimates the current expected credit loss (CECL) per ASC 326. The Organization utilizes the loss rate methodology to determine historical credit losses. The loss rate method estimate is derived from a review of the Organization's historical write-offs as a percentage of average accounts receivable. The estimate is adjusted for management's assessment of current conditions, reasonable and supportable forecasts regarding future events, and any other factors deemed relevant. The Organization believes historical loss information is a reasonable starting point for calculating the expected allowance for credit losses, as the Organization's programs have remained consistent since inception. Based on economic indicators, including 2023 and general overall economic conditions, the Organization is not anticipating a change in the historical credit loss rate from what it has been in the past.

***GRANTS RECEIVABLE***

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

***CONTRIBUTIONS RECEIVABLE***

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectible contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions are written off when deemed uncollectable. Management has determined that no allowance is necessary.

**WAYPOINT**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***INVESTMENTS***

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair value in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts, and taking into consideration donor restrictions related to the treatment of investment earnings.

***BENEFICIAL INTEREST HELD IN TRUSTS***

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in trusts is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from trust assets are restricted as to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

***PROPERTY AND EQUIPMENT, NET***

Property and equipment additions over \$5,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Assets not in service are not depreciated.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2023 or 2022.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***LEASES***

The Organization is a lessee in several noncancellable operating leases, for office space and equipment. The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets. The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

***INTEREST RATE SWAP***

An interest rate swap is utilized to mitigate interest rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***NET ASSETS***

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions.

*Net Assets Without Donor Restrictions*

Net assets without donor restrictions are net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated, from net assets without donor restrictions, net assets for a Board-designated endowment.

*Net Assets With Donor Restrictions*

Net assets with donor restrictions are net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, as net assets without donor restrictions.

***REVENUE RECOGNITION***

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Consolidated Statement of Financial Position.

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### *REVENUE RECOGNITION (CONTINUED)*

The Organization recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give—that is, those with a measurable performance or other barrier and a right of return—are not recognized until the conditions on which they depend have been met.

The Organization records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place.

Revenues derived from providing program services are recognized as the services are provided. Program service fees paid in advance are deferred to the period to which they relate. All other amounts paid in advance are deferred to the period in which the underlying event or rental takes place. Due to the nature and timing of the performance and/or transfer of services, certain contract liabilities at December 31 of each year are recognized in the following year.

##### *DONATED SERVICES AND IN-KIND CONTRIBUTIONS*

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by GAAP. GAAP allows recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Donated professional services are recorded at the respective fair value of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

##### *ADVERTISING COSTS*

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***FUNCTIONAL ALLOCATION OF EXPENSES***

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function.

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salary and benefits, which are allocated based on time and effort estimates, and occupancy costs and depreciation which are allocated based on personnel count at the location.

***MEASURE OF OPERATIONS***

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Nonoperating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps, and employee retention tax credit net of applicable expenses.

***INCOME TAXES***

Waypoint has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the IRC as an organization described in Section 501(c)(25).

Each entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, each is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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## NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*INCOME TAXES (CONTINUED)*

The Organization accounts for uncertain tax provisions under FASB ASC 740, *Income Taxes*, which provides a framework for how entities should recognize, measure, present, and disclose uncertain tax positions in their financial statements. The Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by the taxing authorities, based on the technical merits of the position. Management has reviewed the Organization's reporting and believes they have not taken tax positions that are more likely than not to be determined to be incorrect by the IRS and, therefore, no adjustments or disclosures are required. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods pending or in progress.

*ESTIMATES*

The preparation of consolidated financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

*FINANCIAL INSTRUMENTS AND CREDIT RISK*

Deposit concentration risk is managed by placing cash deposits with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair value of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

## WAYPOINT

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)*****FAIR VALUE MEASUREMENTS AND DISCLOSURES***

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety at the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset or liability within the hierarchy is based upon the pricing transparency of the asset or liability and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 3 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Consolidated Statement of Financial Position, were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Financial assets at year end:		
Cash and cash equivalents	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	76,756
Accounts receivable	1,141,771	801,732
Grants receivable	1,649,265	1,274,880
Contributions receivable	88,258	--
Investments	21,394,755	18,568,769
Beneficial interest held in trusts	2,165,143	2,020,741
Total financial assets	<u>32,159,619</u>	<u>23,455,323</u>
Less amounts not available to be used within one year:		
Restricted cash not available for general expenditure	70,644	76,756
Net assets with donor restrictions	6,593,765	5,692,660
Less:		
Net assets with purpose restrictions to be met in less than a year	(1,515,563)	(1,133,668)
Donor-restricted endowment subject to spending policy rate and appropriation	(73,998)	(73,998)
Closely held securities	750,000	--
Board-designated - ERTC funds	4,261,566	--
Board-designated endowment	16,173,416	14,896,850
Less:		
Board-designated endowment annual spending policy rate and appropriation	<u>(899,141)</u>	<u>(868,594)</u>
Total amounts not available to be used within one year	<u>25,360,689</u>	<u>18,590,006</u>
Financial assets available to meet general expenditures over the next year	<u>\$ 6,798,930</u>	<u>\$ 4,865,317</u>

Endowment funds consist of donor-restricted endowments and funds designated by the Board to function as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

## WAYPOINT

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 3 - LIQUIDITY AND AVAILABILITY (CONTINUED)**

The Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from the Board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a \$1,500,000 revolving line of credit available to meet cash flow needs.

**NOTE 4 - INVESTMENTS**

Investments measured at fair value on a recurring basis, consisted of the following at December 31, 2023 and 2022:

	2023	2022	Fair Value Hierarchy
Mutual funds	\$ 20,644,755	\$ 18,568,769	Level 1
Closely held securities	<u>750,000</u>	<u>—</u>	Level 3
Total	<u>\$ 21,394,755</u>	<u>\$ 18,568,769</u>	

During 2023 and 2022, the Organization recognized \$2,463,878 and \$(4,596,536), respectively, of net gains and (losses) on investments. Of those amounts, \$2,155,130 and \$(4,768,167) were recognized as unrealized gains and (losses) on investments of equity securities held at December 31, 2023 and 2022, respectively.

Under the terms of the Organization's line of credit agreement (Note 7), the Organization has agreed not to pledge the mutual funds as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income from mutual fund investments for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees is a percentage of the average total endowment value over the previous 12 quarters, with a 1% contingency margin with Board approval. In 2023 and 2022, the approved rate was 5.00%.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

**NOTE 5 - BENEFICIAL INTEREST HELD IN TRUSTS**

The Organization is the sole beneficiary of four funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending camp and for capital improvements to the camp, and to support the Early Supports and Services program based in the Stratham office. The fund's resolutions provide that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2023 and 2022, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was \$1,245,254 and \$1,152,876, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

Trust	Percentage Interest	2023	2022
Greenleaf	100%	\$ 353,987	\$ 335,096
Spaulding	100%	324,126	300,889
Cogswell	50%	241,776	231,880
Total		\$ 919,889	\$ 867,865

Beneficial interest held in trusts is reported at fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 6 - PROPERTY AND EQUIPMENT, NET

Property and equipment, net was comprised of the following at December 31, 2023 and 2022:

	2023	2022
Land and land improvements	\$ 958,884	\$ 958,884
Buildings and improvements	11,072,089	10,995,856
Furniture, fixtures, and equipment	657,629	962,064
Vehicles	68,761	68,761
Software	465,730	503,924
Construction in progress	82,075	15,220
Assets held for sale (Camp Spaulding)	<u>2,069,677</u>	<u>2,069,667</u>
Subtotal	15,374,845	15,574,376
Less accumulated depreciation	<u>(5,699,290)</u>	<u>(5,469,233)</u>
Total	<u>\$ 9,675,555</u>	<u>\$ 10,105,143</u>

In March 2023, the Organization entered into a purchase and sales agreement to sell the Camp Spaulding asset held for sale. The sale is expected to close in 2024.

## NOTE 7 - LINE OF CREDIT

The Organization has a \$1,500,000 revolving line of credit agreement with a bank, which is payable on demand. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (8.5% at December 31, 2023), adjusted daily. At December 31, 2023 and 2022, there was no outstanding balance on this line of credit.

## NOTE 8 - BONDS PAYABLE

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold \$5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a rate of interest per annum equal to the product of (a) .68 multiplied by (b) the sum of Term SOFR, plus 2.75%".

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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**NOTE 8 - BONDS PAYABLE (CONTINUED)**

Counterparty payments to the Organization were intended to offset the Organization's payments of variable rate interest to bondholders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization's interest payments. As a result, the cost of the interest rate swap for 2023 and 2022 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2023 and 2022, the Organization recorded the swap liability position of \$380,838 and \$399,935, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the term secured overnight financing rate (SOFR) plus 275 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2023 and 2022, the Organization was in compliance with these covenants.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 8 - BONDS PAYABLE (CONTINUED)**

The following is a summary of future payments on the previously mentioned bonds payable:

Year	Amount
2024	\$ 180,000
2025	195,000
2026	200,000
2027	205,000
2028	220,000
Thereafter	<u>2,355,167</u>
Total	<u>\$ 3,355,167</u>

**NOTE 9 - LEASES**

The Organization rents property and equipment under non-cancelable operating lease agreements with monthly payments ranging from \$1,430 to \$4,500. The leases expire at various dates through May 2026.

While all agreements provide minimum lease payments, some include payments adjusted for inflation or variable common area maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreements do not include any material residual value guarantees or restrictive covenants.

The components of operating lease expense that are included in the Statement of Activities for the years ended December 31, 2023 and 2022 were as follows:

	2023	2022
Fixed lease cost	\$ 213,799	\$ 176,300
Variable lease cost	38,797	57,396
Short-term lease cost	<u>--</u>	<u>14,000</u>
Total lease cost	<u>\$ 252,596</u>	<u>\$ 247,696</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 9 - LEASES (CONTINUED)

During the years ended December 31, 2023 and 2022, the Organization had the following cash and non-cash activities related to operating leases:

	2023	2022
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows for operating leases	\$ 213,799	\$ 176,600
Non-cash investing and financing activities:		
Lease assets obtained in exchange for lease liabilities:		
Operating leases	\$ 168,666	\$ 507,774

Weighted average lease term and discount rate at December 31, 2023 and 2022, were as follows:

	2023	2022
Weighted average remaining lease term (years)	1.86	2.14
Weighted average discount rate	1.36%	1.04%

Future payments due under operating leases as of December 31, 2023, were as follows for the years ending December 31:

Year	Amount
2024	\$ 175,923
2025	102,400
2026	23,750
Total lease payments	302,073
Less imputed interest	4,243
Present value of lease liabilities	<u>\$ 297,830</u>

## NOTE 10 - REFUNDABLE ADVANCES

Refundable advances totaling \$316,902 and \$443,742 at December 31, 2023 and 2022, respectively, primarily include grant funds received in advance from the New Hampshire Department of Health and Human Services for community-based voluntary services and American Rescue Plan Act funds. Revenues will be recognized as the conditions of the grants are met.

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 11 - DEFERRED LOANS – NHHFA

Deferred loans at December 31, 2023 and 2022 were comprised of the following:

Note payable to the New Hampshire Housing and Finance Authority (NHHFA) dated June 7, 2005. The face amount of the note is \$550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire. In line with the regulatory agreement related to the note payable, the Organization has remitted to NHHFA funds to establish an operating and replacement reserve. The balance of this reserve is reported as restricted cash on the Consolidated Statement of Financial Position. The restricted cash balance related to this note as of December 31, 2023 and 2022 totaled \$30,255 and \$33,336, respectively.

Note payable to the NHHFA dated May 22, 2007. The face amount of the note is \$700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire. In line with the regulatory agreement related to the note payable, the Organization has remitted to NHHFA funds to establish an operating and replacement reserve. The balance of this reserve is reported as restricted cash on the Consolidated Statement of Financial Position. The restricted cash balance as of December 31, 2023 and 2022 related to this note totaled \$40,389 and \$43,420, respectively.

#### NOTE 12 - ENDOWMENT FUNDS

##### *TYPES OF FUNDS*

The Organization's endowment consists of various individual funds established for a variety of purposes. The endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

##### *Board-Designated Endowment*

As of December 31, 2023 and 2022, the Board of Trustees had designated \$16,173,416 and \$14,896,850, respectively, of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)**

*TYPES OF FUNDS (CONTINUED)*

*Donor-Designated Endowments*

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

*FUNDS WITH DEFICIENCIES*

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund, and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2023 or 2022.

*INVESTMENT POLICY*

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from endowment funds in support of current operations is expected to remain a constant percentage of the endowment funds, adjusted for new gifts to the endowment fund.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 12 - ENDOWMENT FUNDS (CONTINUED)

*INVESTMENT POLICY (CONTINUED)*

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

*SPENDING POLICY*

The Organization's spending policy rate is a percentage of the average total endowment value over the trailing 12 quarters with a 1% contingency margin with Board approval. This includes interest and dividends paid out to the Organization. In 2023 and 2022, the approved rate was 5.00%.

*CHANGES IN ENDOWMENT NET ASSETS*

The net asset composition of endowment net assets as of December 31, 2023 and changes in endowment net assets for the year ended December 31, 2023 were as follows:

	Without Donor Restrictions	With Donor Restrictions			Total	Total Endowment Net Assets
		Purpose Restricted	Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 14,896,850	\$ 1,133,668	\$ 788,401	\$ 1,749,850	\$ 3,671,919	\$ 18,568,769
Contributions	--	--	--	34,963	34,963	34,963
Appropriations from endowment	(868,594)	--	(80,643)	--	(80,643)	(949,237)
Temporary appropriation for purpose-restricted net assets	(381,895)	381,895	--	--	381,895	--
Investment income, net	2,527,055	--	420,488	--	420,488	2,947,543
Endowment net assets, end of year	\$ 16,173,416	\$ 1,515,563	\$ 1,128,246	\$ 1,784,813	\$ 4,428,622	\$ 20,602,038

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)*****CHANGES IN ENDOWMENT NET ASSETS (CONTINUED)***

The net asset composition of endowment net assets as of December 31, 2022 and changes in endowment net assets for the year ended December 31, 2022 were as follows:

	Without Donor Restrictions	Purpose Restricted	With Donor Restrictions		Total	Total Endowment Net Assets
			Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 18,842,135	\$ 1,678,535	\$ 1,327,161	\$ 1,678,601	\$ 4,684,297	\$ 23,526,432
Contributions	--	--	--	71,249	71,249	71,249
Appropriations from endowment	(842,559)	--	(89,703)	--	(89,703)	(932,262)
Temporary appropriation for purpose-restricted net assets	544,867	(544,867)	--	--	(544,867)	--
Investment loss, net	(3,647,593)	--	(449,057)	--	(449,057)	(4,096,650)
Endowment net assets, end of year	<u>\$ 14,896,850</u>	<u>\$ 1,133,668</u>	<u>\$ 788,401</u>	<u>\$ 1,749,850</u>	<u>\$ 3,671,919</u>	<u>\$ 18,568,769</u>

**NOTE 13 - NET ASSETS*****NET ASSETS WITHOUT DONOR RESTRICTIONS***

Net assets without donor restrictions were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Undesignated net assets	\$ 8,739,373	\$ 6,588,866
Board-designated ERTC funds	4,261,566	--
Board-designated endowment	<u>16,173,416</u>	<u>14,896,850</u>
Total	<u>\$ 29,174,355</u>	<u>\$ 21,485,716</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 13 - NET ASSETS (CONTINUED)

*NET ASSETS WITH DONOR RESTRICTIONS*

Net assets with donor restrictions were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Subject to expenditure for specified purpose:		
Camp	\$ 7,689	\$ 59,441
Family support	124,891	77,825
Family resource center	341,896	236,029
Homecare	231,618	151,410
Other projects	104,158	12,544
Runaway and homeless youth	698,184	581,804
The Children's Place	7,127	14,615
	<u>1,515,563</u>	<u>1,133,668</u>
Accumulated earnings restricted by donors for:		
General operations	189,575	158,281
Camp operations	386,004	252,769
Other purposes	552,667	377,351
	<u>1,128,246</u>	<u>788,401</u>
Original gift restricted by donors for:		
General operations	136,529	136,532
Camp operations	581,042	548,183
Other purposes	1,067,242	1,065,135
	<u>1,784,813</u>	<u>1,749,850</u>
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	2,165,143	2,020,741
Total	<u>\$ 6,593,765</u>	<u>\$ 5,692,660</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 13 - NET ASSETS (CONTINUED)

*NET ASSETS WITH DONOR RESTRICTIONS (CONTINUED)*

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the years ended December 31, 2023 and 2022:

	2023	2022
Satisfaction of purpose restrictions:		
Camp	\$ 66,451	\$ 46,947
Runaway and homeless youth	2,450,535	1,918,666
Family support	181,115	233,742
Homecare	456,292	339,340
Family resource center	158,981	234,362
Other projects	143,893	150,258
The Children's Place	81,205	42,806
	<u>3,538,472</u>	<u>2,966,121</u>
Restricted purpose spending-rate distributions and appropriations:		
General operations	17,039	15,259
Other purposes	63,604	74,444
	<u>80,643</u>	<u>89,703</u>
Total	<u>\$ 3,619,115</u>	<u>\$ 3,055,824</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 14 - CONTRIBUTED NONFINANCIAL ASSETS

The Organization received the following contributions of nonfinancial assets for the years ended December 31, 2023 and 2022:

	Revenue Recognized		Utilization in Programs/Activities	Valuation Techniques and Inputs
	2023	2022		
Food	\$ 44,631	\$ 27,599	Family Preservation & Strengthening, Homecare, and Homeless Youth & Young Adults.	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Supplies	5,399	11,751	Administration, Family Preservation & Strengthening, and Homeless Youth & Young Adults.	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Storage	--	297	Homeless Youth & Young Adults	Valued at the estimated fair value based on current rates for similar storage space.
Toys	2,617	777	Family Preservation & Strengthening	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Services	10,841	4,057	Family Preservation & Strengthening	Contributed professional services are valued at the estimated fair value based on current rates for similar services.
Items for assistance to individuals	14,248	4,055	Early Childhood & Family Support and Homeless Youth & Young Adults	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Total	<u>\$ 77,736</u>	<u>\$ 48,536</u>		

There were no associated donor restrictions with the above contributed nonfinancial assets.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 15 - EMPLOYEE RETENTION TAX CREDIT (ERTC)**

The Employee Retention Tax Credit (ERTC), established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act), enacted March 27, 2020, amended by the Consolidated Appropriations Act, 2021 (CAA), enacted on December 27, 2020, and further amended by the American Rescue Plan Act (ARPA), enacted March 11, 2021, provides for financial relief to eligible employers through refundable tax credits. The ERTC is a refundable tax credit against certain employment taxes equal to 70% of eligible wages and certain health insurance benefits up to \$28,000 per employee and \$10,000 per quarter through September 30, 2021. Eligible employers can get immediate access to the credit by reducing employment tax deposits they are otherwise required to make. Employers are eligible if they operate a trade or business during January 1, 2021 through September 30, 2021 and experience either: 1) full or partial suspension of the operation of their trade or business during this period because of governmental orders limiting commerce, travel or group meetings due to COVID-19, or 2) decline in gross receipts in a calendar quarter in 2021 where the gross receipts of that calendar quarter are less than 80% of the gross receipts in the same calendar quarter in 2019. For the year ended December 31, 2023, the Organization recognized \$4,736,776 of ERTC as income, net of \$680,912 of applicable expenses.

**NOTE 16 - ASSISTANCE TO INDIVIDUALS**

Assistance to individuals was comprised of the following for the years ended December 31, 2023 and 2022:

	2023	2022
Payment to parents of foster children	\$ 13,317	\$ 79,831
Housing assistance to youth at risk of homelessness	388,607	259,436
Gift cards provided to families during holiday season	45,000	50,000
Food for at risk youth	100,322	36,872
In-kind assistances	77,736	48,536
Other assistance such as medical, childcare, transportation, and family activities	720,794	676,130
Total	<u>\$ 1,345,776</u>	<u>\$ 1,150,805</u>

**WAYPOINT**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 17 - DEFINED CONTRIBUTION PLAN**

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the IRC and other limitations specified in the Plan. Contributions made to the Plan by the Organization for the years ended December 31, 2023 and 2022 totaled \$160,453 and \$121,399, respectively.

**NOTE 18 - RELATED PARTY TRANSACTIONS**

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Trustees. The attorney Board member does not personally perform the legal services. For the years ended December 31, 2023 and 2022, the total legal expense paid to related parties was \$55,702 and \$10,190, respectively.

**NOTE 19 - CONCENTRATION OF RISK**

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

**NOTE 20 - SUBSEQUENT EVENTS**

Subsequent events have been evaluated through May 20, 2024, the date the consolidated financial statements were available to be issued.

**WAYPOINT**  
**CONSOLIDATED SCHEDULE OF OPERATING EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Family Preservation & Strengthening	Early Childhood & Family Support	Homeless Youth & Young Adults	Homecare	Advocacy	Care	Total Program Services	Management and General	Fundraising	2023 Total
<b>Personnel Expenses:</b>										
Salaries and wages	\$ 3,276,308	\$ 3,406,925	\$ 1,727,259	\$ 1,081,719	\$ 157,419	\$ -	\$ 9,649,650	\$ 1,634,614	\$ 309,418	\$ 11,591,482
Employee benefits	668,164	636,824	314,704	99,446	4,348	-	1,723,526	176,591	37,744	1,937,861
Retirement plan	44,366	47,304	16,143	8,358	3,353	-	119,524	35,604	5,325	160,453
Payroll taxes and other	311,426	344,753	172,439	121,588	12,193	-	960,399	127,664	21,934	1,111,997
Subtotal personnel expense	4,322,264	4,439,806	2,230,545	1,313,111	177,353	-	12,483,099	1,974,473	376,421	14,833,993
<b>Professional fees:</b>										
Accounting	-	-	73	-	-	-	75	45,570	-	45,645
Legal	-	-	-	-	-	6,364	6,784	70,873	-	77,637
Other professional fees	30,180	190,236	175,231	5,532	17,031	-	418,182	466,788	52,603	877,580
Subtotal professional fees	30,180	190,236	175,231	5,532	17,031	6,784	425,038	523,231	52,603	1,000,883
Assistance to individuals	281,676	389,772	628,737	37	3	-	1,300,225	551	45,000	1,345,776
Communications	68,431	53,962	49,384	18,090	1,629	57	191,563	47,124	6,242	244,929
Conferences, conventions, meetings, and trainings	8,098	44,336	2,246	271	2,143	67,907	125,001	39,610	8,667	173,278
Depreciation	75,495	99,794	176,047	12,968	4,502	542	309,348	198,363	6,964	574,675
Insurance	32,624	38,202	29,342	12,176	964	4,865	118,173	61,652	2,282	184,107
Interest	59,073	78,086	154,753	10,147	3,523	424	286,008	40,704	5,449	332,161
Membership dues	6,075	10,961	5,930	6,023	-	-	29,654	16,084	-	45,738
Miscellaneous	9,227	20,721	10,471	12,032	20	-	52,471	113,285	5,414	171,170
Occupancy	212,555	131,492	457,554	12,513	3,775	7,424	827,313	70,603	12,193	910,109
Printing and publications	2,055	8,203	2,465	1,624	55	-	14,402	48,572	59,996	122,970
Equipment rental and maintenance	92,750	56,765	38,234	421	34	429	188,633	212,795	1,127	401,765
Supplies	25,468	56,629	62,830	3,362	1,275	-	149,564	12,586	2,190	164,340
Travel	230,603	144,065	54,165	26,351	34	-	455,219	22,146	1,138	478,503
<b>Total</b>	<b>\$ 5,456,544</b>	<b>\$ 5,765,071</b>	<b>\$ 4,058,021</b>	<b>\$ 1,434,678</b>	<b>\$ 212,975</b>	<b>\$ 86,452</b>	<b>\$ 17,015,721</b>	<b>\$ 3,382,989</b>	<b>\$ 585,686</b>	<b>\$ 20,984,196</b>

*See independent auditors' report.*

**WAYPOINT**  
**CONSOLIDATED SCHEDULE OF OPERATING EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Family Preservation & Strengthening	Early Childhood & Family Support	Homeless Youth & Young Adults	Homecare	Advocacy	Care	Total Program Services	Management and General	Fundraising	2022 Total
<b>Personnel Expenses:</b>										
Salaries and wages	\$ 2,033,799	\$ 3,187,125	\$ 1,135,714	\$ 1,385,070	\$ 127,338	\$ --	\$ 8,769,046	\$ 1,441,303	\$ 508,864	\$ 10,719,413
Employee benefits	505,008	481,385	174,838	158,266	4,709	--	1,334,206	156,284	44,810	1,525,300
Retirement plan	29,154	39,168	11,168	10,704	1,840	--	92,034	20,467	8,898	121,399
Payroll taxes and other	298,323	323,621	107,985	134,635	9,505	--	874,069	112,762	39,253	1,026,086
Subtotal personnel expense	3,766,284	4,031,299	1,429,705	1,688,675	143,392	--	11,059,355	1,731,018	601,825	13,392,198
<b>Professional fees:</b>										
Accounting	--	--	75	--	--	--	75	51,055	--	51,130
Legal	--	1,656	--	--	--	388	2,044	16,617	--	18,661
Other professional fees	35,039	222,122	339,713	9,155	42,550	--	648,579	370,651	160,215	1,179,448
Subtotal professional fees	35,039	223,778	339,788	9,155	42,550	388	650,698	438,326	160,215	1,249,239
Assistance to individuals	324,486	374,691	400,529	349	--	16	1,101,071	717	50,017	1,150,805
Communications	61,406	51,845	50,477	17,468	1,136	12	184,344	32,935	12,811	230,690
Conferences, conventions, meetings, and trainings	20,785	45,452	6,601	1,868	8,183	46,929	132,818	49,868	2,628	185,314
Depreciation	59,324	100,813	110,886	48,113	1,579	--	320,715	170,620	8,600	499,935
Insurance	30,297	22,469	22,809	3,272	713	--	79,551	15,794	2,532	97,877
Interest	44,070	74,391	67,022	35,742	1,173	--	222,898	22,106	6,388	251,392
Membership dues	825	7,870	13,656	5,704	50	--	28,105	26,169	2,437	56,711
Miscellaneous	9,453	21,098	6,366	1,156	--	--	38,075	34,413	8,675	81,163
Occupancy	242,992	148,368	285,994	50,155	1,259	4,229	732,997	54,952	11,895	799,844
Printing and publications	4,873	17,729	4,446	267	2,373	--	29,688	29,232	67,493	126,413
Equipment rental and maintenance	79,252	26,162	50,974	1,341	37	--	157,766	134,987	8,206	341,559
Supplies	23,140	62,876	50,656	6,989	134	77	143,892	12,963	2,740	159,595
Travel	201,207	98,119	39,421	41,827	190	--	380,764	22,720	1,757	405,241
<b>Total</b>	<b>\$ 4,905,435</b>	<b>\$ 5,310,480</b>	<b>\$ 2,879,321</b>	<b>\$ 1,912,081</b>	<b>\$ 292,769</b>	<b>\$ 51,651</b>	<b>\$ 15,261,737</b>	<b>\$ 2,216,820</b>	<b>\$ 948,819</b>	<b>\$ 19,027,376</b>

*See independent auditors' report.*



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees  
**Waypoint**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Waypoint, (the Organization), which comprise the consolidated statement of financial position as of December 31, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated May 20, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Marcum LLP*

Merrimack, NH  
May 20, 2024



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE;  
AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees  
Waypoint

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Waypoint's (the Organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended December 31, 2023. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, Waypoint complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material, noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of

compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

#### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the consolidated financial statements of Waypoint as of and for the year ended December 31, 2023, and have issued our report thereon dated May 20, 2024, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Marcum LLP*

Merrimack, NH  
May 20, 2024

## WAYPOINT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency Cluster Pass through Agency Program Title	Federal AL Number	Pass Through Identifying Number	Federal Expenditures	Passed Through to Subrecipient
<i>U.S. Department of Housing and Urban Development</i>				
CDBG - Entitlement Grants Cluster				
Passed Through the City of Manchester				
Community Development Block Grants/Entitlement Grants	14.218	211023-M	\$ 4,000	\$ --
Passed Through the City of Rochester				
Community Development Block Grants/Entitlement Grants	14.218	Unknown	13,500	--
Total Community Development Block Grants/Entitlement Grants			<u>17,500</u>	<u>--</u>
Total CDBG - Entitlement Grants Cluster			17,500	--
Passed Through the City of Manchester				
Emergency Solutions Grant Program	14.231	211423	20,000	--
Emergency Solutions Grant Program	14.231	611024	44,500	--
Total Emergency Solutions Grant Program			<u>64,500</u>	<u>--</u>
Direct Federal Program				
Economic Development Initiative, Community Project Funding and Miscellaneous Grants	14.251	N/A	685,714	--
Direct Federal Program				
Continuum of Care Program	14.267	N/A	99,941	--
Passed Through the State of New Hampshire				
Continuum of Care Program	14.267	05-95-42-423010-7927	212,881	--
Continuum of Care Program	14.267	05-95-42-423010-79270000	172,336	--
Total Continuum of Care Program			<u>485,158</u>	<u>--</u>
Direct Federal Program				
Youth Homelessness Demonstration Program	14.276	N/A	331,696	43,745
Passed Through the State of New Hampshire				
Youth Homelessness Demonstration Program	14.276	05-95-42-423010-79270000	124,529	--
Total Youth Homelessness Demonstration Program			<u>456,225</u>	<u>43,745</u>
Total U.S. Department of Housing and Urban Development			<u>1,709,097</u>	<u>43,745</u>
<i>U.S. Department of Justice</i>				
Passed Through the NH Department of Justice				
Children of Incarcerated Parents	16.831	2021FCC01	136,176	33,190
Passed Through the Manchester Police Department				
Comprehensive Opioid, Stimulant, and Other Substances Use Program	16.838	Unknown	8,642	--
Total U.S. Department of Justice			<u>144,818</u>	<u>33,190</u>
<i>U.S. Department of Treasury</i>				
Passed Through the City of Manchester				
COVID-19 Coronavirus Relief Fund	21.019	611321	43,003	--
Passed Through the State of New Hampshire				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	400,000	--
Passed Through the County of Rockingham				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	10,000	--
Passed Through the County of Merrimack				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	16,548	--
Total COVID-19 Coronavirus State and Local Fiscal Recovery Funds			<u>426,548</u>	<u>--</u>
Total U.S. Department of Treasury			<u>469,551</u>	<u>--</u>
<i>U.S. Department of Small Business Administration</i>				
Passed Through Merrimack Valley Day Care				
COVID-19 Disaster Assistance Loans	59.008	Unknown	8,818	--
Total U.S. Department of Small Business Administration			<u>8,818</u>	<u>--</u>
<i>U.S. Department of Education</i>				
Passed Through the City of Manchester				
Education for Homeless Children and Youth	84.196A	02370156-00	1,500	--
Education for Homeless Children and Youth	84.196A	2470149	500	--
Total Education for Homeless Children and Youth			<u>2,000</u>	<u>--</u>
Passed Through NH Department of Education				
Education Stabilization Fund	84.425W	06-56-56-562010-24920000-102-500731	178,627	109,934
Total U.S. Department of Education			<u>180,627</u>	<u>109,934</u>

The accompanying notes are an integral part of this schedule.

# WAYPOINT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED) FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency Cluster Pass through Agency Program Title	Federal AI Number	Pass Through Identifying Number	Federal Expenditures	Passed Through to Subrecipient
<i>U.S. Department of Health and Human Services</i>				
<i>Aging Cluster</i>				
Passed Through the NH Department of Health and Human Services Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	05-95-48-481010-9255	44,349	--
Total Aging Cluster			44,349	--
Passed Through the City of Manchester Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)	93.104	6H79SAM82210-04M002	155,025	14,435
Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)	93.104	5H79SAM82210-02	11,293	--
Total Comprehensive Community mental Health Services for Children with Serious Emotional Disturbances (SED)			166,318	14,435
Passed Through New Hampshire Children's Trust Injury Prevention and Control, Community-Based Programs	93.146	SS-2022-DEHS-01-NEWHA-01-803	72,789	--
Passed Through New Hampshire Children's Trust Health Department Response to Public Health or Healthcare Crisis	93.391	SS-2022-DEHS-01-NEWHA-01-803	70,713	--
Passed Through the NH Division of Community and Public Health COVID-19 Health Department Response to Public Health or Healthcare Crisis	93.391	05-95-09-901010-5771	172,835	--
Total Health Department Response to Public Health or Healthcare Crisis			243,548	--
Direct Federal Program Transitional Living for Homeless Youth	93.530	N/A	479,568	--
Passed Through the NH Division of DCYF MaryLee Allen Promoting Safe and Stable Families Program	93.556	05-095-042-421010-29730000-102-500734-42107306	95,213	--
Passed Through New Hampshire Children's Trust MaryLee Allen Promoting Safe and Stable Families Program	93.556	SS-2022-DEHS-01-NEWHA-01-803	20,059	--
Total MaryLee Allen Promoting Safe and Stable Families Program			116,172	--
Direct Federal Program Education and Prevention Grants to Reduce Sexual Abuse of Runaway, Homeless and Street Youth	93.557	N/A	296,642	--
Passed Through the NH Division of DCYF Temporary Assistance for Needy Families	93.558	05-095-045-450010-61460000-502-500891-45030206	496,534	--
Passed Through the NH Division of Economic Housing Stability Temporary Assistance for Needy Families	93.558	05-95-42-450010-61460000	75,000	--
Total Temporary Assistance for Needy Families			571,534	--
Passed Through New Hampshire Children's Trust Community Based Child Abuse Prevention Grant	93.590	2001-NHBCAP	19,204	--
COVID-19 Community Based Child Abuse Prevention Grant	93.590	2001-NHBC06	20,075	--
Total Community Based Child Abuse Prevention Grant			39,279	--
Direct Federal Program Basic Center Grant	93.623	N/A	171,676	--
Passed Through the NH Division of DCYF Stephanie Tubbs Jones Child Welfare Services Program	93.645	05-095-042-421010-29680000-102-500734-42106802	12,150	--
Passed Through Amoskeag Health Adoption Opportunities	93.652	05-95-0990-902010-7047	1,243	--
Passed Through the NH Division of DCYF Foster Care Title IV-E	93.658	05-95-042-421010-2958	126,689	--
Passed Through the NH Division of Community Based Care Social Services Block Grant	93.667	05-95-93-930010-7858	164,249	--
Passed Through the NH Division of DCYF Social Services Block Grant	93.667	05-095-042-421010-29660000-102-500734-42106603	226,370	30,000
Passed Through the NH Department of Health and Human Services Social Services Block Grant	93.667	05-95-48-481010-9255	462,622	--
Passed Through the NH Division of Long Term Supports and Services Social Services Block Grant	93.667	05-95-93-930010-7858	171,386	--
Total Social Services Block Grant			1,024,627	30,000
Passed Through the NH Division of Community and Public Health Maternal, Infant and Early Childhood Home Visiting Grant	93.870	05-95-90-902010-2451	103,515	--
Maternal, Infant and Early Childhood Home Visiting Grant	93.870	05-95-90-902010-5896	940,768	--
Total Maternal, Infant and Early Childhood Home Visiting Grant			1,044,283	--
Passed Through the NH Division Long Term Supports and Services Maternal and Child Health Services Block Grant to the States	93.994	05-95-93-930010-5191	19,237	--
Passed Through the NH Division of DCYF Maternal and Child Health Services Block Grant to the States	93.994	05-095-090-902010-51900000-102-500731-50004009	15,740	--
Total Maternal and Child Health Services Block Grant			34,977	--
Medicaid Cluster Passed Through the NH Division of Long Term Supports and Services Medical Assistance Program	93.778	Unknown	155,913	--
Total Medicaid Cluster			155,913	--
Total U.S. Department of Health and Human Services			4,601,757	44,435
Total Federal Expenditures			\$ 7,114,668	\$ 231,204

The accompanying notes are an integral part of this schedule.

## WAYPOINT

### NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Waypoint, (the Organization) under programs of the federal government for the year ended December 31, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Waypoint, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Waypoint.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

#### NOTE 3 - DE MINIMIS COST RATE

The Organization has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

#### NOTE 4 - DONATED PERSONAL PROTECTIVE EQUIPMENT (PPE) (UNAUDITED)

During the year ended December 31, 2023, the Organization did not receive donated PPE from federal sources.

## WAYPOINT

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2023

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#### SECTION I - SUMMARY OF AUDITORS' RESULTS

##### *FINANCIAL STATEMENTS*

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP:

*Unmodified*

Internal control over financial reporting:

Material weakness(es) identified?

Yes     No

Significant deficiency(ies) identified?

Yes     None reported

Noncompliance material to financial statements noted?

Yes     No

##### *FEDERAL AWARDS*

Internal control over major federal programs:

Material weakness(es) identified?

Yes     No

Significant deficiency(ies) identified?

Yes     None reported

Type of auditors' report issued on compliance for major federal programs:

*Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

Yes     No

Identification of major federal programs:

##### NAME OF FEDERAL PROGRAM OR CLUSTER

##### ASSISTANCE LISTING NUMBER(S)

COVID-19 Coronavirus State and Local Fiscal Recovery Funds

21.027

Maternal, Infant, and Early Childhood Home Visiting Grant

93.870

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

Yes     No

**WAYPOINT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**SECTION II - FINANCIAL STATEMENT FINDINGS**

None.

**SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

None.

**SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS**

There were no findings in the prior year.

## Waypoint Trustees 2023

Melissa Biron

Jennifer Cassin

William Conrad

Helen Crowe

Rob Dapice

Jane E. Gile, *Secretary*

Emily Hammond

Sudi Lett

Marc Lubelczyk

Marilyn T. Mahoney

Holly P. Mintz

Zach Palmer

Mark C. Rouvalis, *Chair*

Kyle Schofield

Jeffrey P. Seifert, *Treasurer*

Jennifer Stebbins, *Vice Chair*

**Borja Alvarez de Toledo, M.Ed.**



**Professional Profile**

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

**Professional Experience**

**Waypoint, formerly Child and Family Services of New Hampshire**  
Manchester, NH December 2013- Present

*~ President and CEO*

- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

**Riverside Community Care**  
Dedham, MA 2009- 2013

*~ Division Director, Child and Family Services*

- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a \$17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

**The Guidance Center, Inc.**  
Cambridge, MA 1998 - 2009

*~ Chief Operating Officer*

2007 - 2009

- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

**Private Practice in Psychotherapy and Clinical Consultation**  
Madrid, Spain 1992 - 1998

Universidad Pontificia de Comillas  
Madrid, Spain

1991 - 1998

*~Adjunct Faculty*

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico  
Madrid, Spain

1994 - 1997

*~Clinical Coordinator/Director of Training.*

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),  
Madrid, Spain

1991- 1994

*~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program*

- Provided evaluation and treatment for chemically dependent adults and their families.
- ~ Senior Family Therapist, Couples and Family Therapy Program*
- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management  
Boston, MA

1989 - 1991

*~ Senior Family Therapist, Home Based Family Treatment Program.*

## Education

**Graduate Certificate of Business**

University of Massachusetts, Lowell, 2000.

**Master's Degree in Education**

Counseling Psychology Program. Boston University, 1989.

**B.A. in Clinical Psychology**

Universidad Pontificia de Comillas, Madrid, Spain. 1988

## Publications

- 2009 Ayers, S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.) ,*Social Worker's Desk Reference* (2<sup>nd</sup> ed.), New York: Oxford University Press, 2009
- 2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research: Learning in the Field.* Presented at the 19<sup>th</sup> Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.
- 2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14<sup>th</sup> Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.
- 2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of Intensive community based intervention.* In Lightburn, A., P. Sesslons. *Handbook of Community Based Clinical Practice.* Oxford University Press, 2006, England.
- 2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, C, C. Liberton, K. Kutash and R. Friedman, (Eds.) *A System of Care for Children's Mental Health: Expanding the Research Base* (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.
- 1994-98 Research papers and professional presentations in peer reviewed journals in Spain

## Languages

Fluent in Spanish, French and Italian.

**COLLEEN M. IVES**

**CHIEF OPERATING OFFICER**

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

**PROFESSIONAL EXPERIENCE**

**WAYPOINT, Manchester, NH • 2018-Present**

Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

**Chief Operating Officer**

- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

**ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017**

Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

**Vice President, Operations & Quality Control**

- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC'S compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC'S operational practices while integrating new HUD directives into RMC'S existing best practices.

**IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016**

Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

**Principal**

Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.

- Led an 18-month comprehensive change initiative that:
  - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a \$55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

**CAREER NOTE:** Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.

**GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005**

Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

**Acting Executive Director & Chief Operating Officer**

Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and \$13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000**

Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

**Statewide Director**

Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded \$1.2M 3-year federal grant to provide peer support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

**EDUCATION**

Doctorate in Human and Organizational Systems  
Master of Arts in Human Development  
Fielding Graduate University, Santa Barbara, California

Master of Arts/CAGS in Rehabilitation Counseling  
Bachelor of Arts in Psychology and Philosophy  
Assumption College, Worcester, Massachusetts

**MELISSA ANNE HUGENER, OTR/L**

**PROFESSIONAL EXPERIENCE:**

**Program Director of Child Health and Wellness/Staff Occupational Therapist  
Child and Family Services of NH, Exeter, NH May 2003 – present**

- Supervision of Early Supports and Services and Partners in Health staff, assuring quality services to families, staff competence and adherence to federal and state mandates for provision of services
- Day to day management of ESS and PIH programs, coordinating staff meetings, recruiting and hiring for open positions, budgeting, maintenance of program databases, PQI planning and implementation, etc
- Coordination with One Sky and BDS to meet program requirements, and preparation of materials for Medicaid and State Monitoring Reviews
- Collaboration with other ESS Program Directors throughout NH, and other programs/committees (ICC, PIC, preschool programs, BDS personnel, etc) to enhance early childhood programming throughout the state, and involvement in several statewide workgroups and advisory committees to improve early childhood systems (such as SSECT, Strategic Planning Public Awareness group, Healthy Families America committee)
- Responsible for maintaining a full caseload of ESS clients, to evaluate and treat children with a wide range of medical and developmental disabilities, as well as working with families to connect them with other CFS and state or local programs to meet their needs

**Staff Occupational Therapist  
Developmental Therapy Services, Merrimack, NH February 2002 – May 2003**

- Evaluation, treatment and service coordination for early intervention, clinic setting, and school-based populations, utilizing SI, developmental and biomechanical treatment techniques in group and individual therapy sessions; development of IFSPs and IEPs; classroom consultation and treatment in natural environments

**Easter Seals Superior California, Sacramento, CA January 2000 – January 2002**

- Assisted with the development of the Early Start program for EI services, developed an ongoing aquatic therapy class for families of children with special needs, served as a member of Management Information Systems Team (providing computer and network support to staff), and provided comprehensive, multidisciplinary assessments and ongoing therapy services in early intervention, clinic and school settings

**Developmental Evaluation Center, Fayetteville, NC May 1998 – November 1999**

- Provided comprehensive developmental assessments and treatment for children ages birth – 10, assisted with weekly feeding and augmentative communication assessments, participated in weekly Neonatal Developmental Assessment Clinic, and developed a Parent Resource Library

**Melissa Hugener - page 2**

**EDUCATION AND CREDENTIALS:**

**Bachelor of Science in Occupational Therapy, Psychology Minor, Summa Cum Laude  
University of Hartford, West Hartford, CT May 1998**

- National Board Certification in Occupational Therapy
- OT License, State of NH Office of Allied Health Professions
- Current CPR/First Aid Certification
- Completion of NH Leadership Series
- Continuing Education and Advanced Practice in Sensory Integration and Processing, Feeding and Swallowing Disorders, Autism, Prematurity, Infant Mental Health and Assistive Technology

**NH Department of Health and Human Services**

**KEY PERSONNEL**

List those primarily responsible for meeting the terms and conditions of the agreement.

Job descriptions not required for vacant positions.

Contractor Name: Waypoint

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
Borja Alvarez de Toledo	President and CEO	\$0.00	\$195,000
Colleen Ives	COO	\$0.00	\$127,338
Melissa Hugener	Director	\$0.00	\$97,978
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00



Lori A. Shibliette  
Commissioner

Karen E. Hebert  
Director

5A mac

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF ECONOMIC & HOUSING STABILITY**

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 ExL 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### EXPLANATION

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

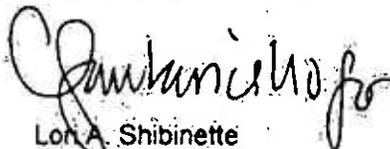
Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
2. Modify Exhibit B, Scope of Services, Section 1.5, Staffing, Subsection 1.5.9., Paragraph 1.5.9.1., to read:  
1.5.9.1. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
  - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
  - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
  - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

BAT

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

8/25/2022  
Date

Karen Hebert  
Name: Karen Hebert  
Title: Division Director

Waypoint

8/25/2022  
Date

Borja Alvarez de Toledo  
Name: Borja Alvarez de Toledo  
Title: president and CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/29/2022  
Date

Robyn Guarno  
Name: Robyn Guarno  
Title: Attorney

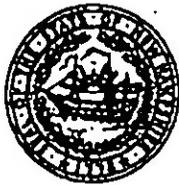
I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

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Lori A. Shilbette  
Commissioner

Christine L. Santandello  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbhs.nh.gov.

June 26, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,658,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

**EXPLANATION**

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

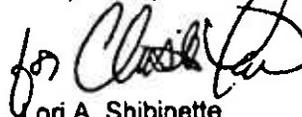
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



**New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Scoring Sheet**

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>LRCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint - Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART 1

(100% Federal, CFDA #93.645, Title IV-B

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-1002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,027.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEA COAST COMMUNITY HEALTH (F/K/A Families First) (SEA COAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

MAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORLIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORLIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-042-421016-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #92.556, Promoting Safe and Stable Families

WAYPOINT (FNJA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (FNJA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (FNJA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

GREATER SEACOAST COMMUNITY HEALTH (FAPA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154763-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

THE FAMILY RESOURCE CENTER AT CORNHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

THE FAMILY RESOURCE CENTER AT CORNHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162312-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$61,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421018-29640000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF

IIIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CFDA #93.667, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

**THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

03-093-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CPDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 12N11TANF

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,453.80

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (P/W/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 134703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170615-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177374-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKE REGION COMMUNITY SERVICES COUNCIL (LAGONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177351-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 163412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 163412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

**05-095-045-450010-61460000-502-500891-45030706 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF. IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS  
100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: FAIN ISNITANE**

**WAYPOINT (PIKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$32,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$32,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177206-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177131-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SQFSER SQF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SQFSER SQF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

02-995-090-902018-31906000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #93.994, Federal Funds from HIRSA

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (FK/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177164-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (FK/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
<b>Total:</b>				<b>\$30,556.24</b>

**HOME HEALTHCARE, HOSPICE, AND COMMUNITY SERVICES (RENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
<b>Total:</b>				<b>\$18,304.00</b>

**LAKE REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
<b>Total:</b>				<b>\$25,728.00</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 163412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
<b>Total:</b>				<b>\$29,036.00</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
<b>Total:</b>				<b>\$14,768.00</b>
<b>Sub-Total:</b>				<b>\$245,564.00</b>

**05-095-042-421910-19580000-445-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF: HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES**

100% General Funds

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
<b>Total:</b>				<b>\$173,152.00</b>

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
<b>Total:</b>				<b>\$36,876.00</b>

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
<b>Total:</b>				<b>\$204,000.00</b>

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
Total:				\$32,010.24

GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
Total:				\$206,000.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
Total:				\$144,280.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
Total:				\$7,272.00

THE FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
Total:				\$206,900.16

THE FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
Total:				\$206,800.00
Sub-Total:				\$1,231,834.40

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IHHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

100% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE, SERVICE AREA) VENDOR# 162412-D001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,656,670.00	\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-02-COMPR-10)

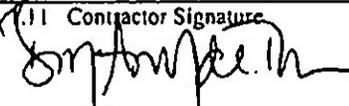
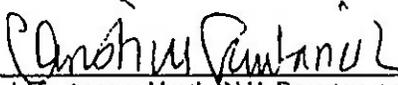
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Health and Human Services		<b>1.2 State Agency Address</b> 129 Pleasant Street Concord, NH 03301-3857	
<b>1.3 Contractor Name</b> Waypoint		<b>1.4 Contractor Address</b> 464 Chestnut Street Manchester, NH, 03301	
<b>1.5 Contractor Phone Number</b> (603) 518-4000	<b>1.6 Account Number</b> 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734, 05-095-045-450010-61270000-102-500731, 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731; 05-095-042-421010-29580000-645-504004	<b>1.7 Completion Date</b> June 30, 2024	<b>1.8 Price Limitation</b> \$1,267,004
<b>1.9 Contracting Officer for State Agency</b> Nathan D. White, Director		<b>1.10 State Agency Telephone Number</b> (603) 271-9631	
<b>1.11 Contractor Signature</b>  Date: 6/19/20		<b>1.12 Name and Title of Contractor Signatory</b> Sonia ALVAREZ DE TOLEDO PRESIDENT/CEO	
<b>1.13 State Agency Signature</b>  Date: 6/23/20		<b>1.14 Name and Title of State Agency Signatory</b> Christiano Santanillo Director, DEHS	
<b>1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b>			

Contractor Initials   
 Date 6/19/20

By:	Director, On:
I.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>	
By: <i>/s/Christen Lavers</i>	On: 6/28/20
I.17 Approval by the Governor and Executive Council <i>(if applicable)</i>	
G&C Item number:	G&C Meeting Date:

Contractor Initials *CL*  
Date *6/19/20*

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials

Date 6/19/20

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

**10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials Jan  
Date 6/15/20

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT A**



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

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Scope of Services

1. Statement of Work

1.1. General Services

- 1.1.1. The Contractor shall provide services in this agreement to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who:
  - 1.1.1.1. Are at risk for experiencing difficulty with:
    - 1.1.1.1.1. Pregnancy.
    - 1.1.1.1.2. Health and nutrition.
    - 1.1.1.1.3. Education and employment.
    - 1.1.1.1.4. Parenting challenges.
    - 1.1.1.1.5. Social isolation.
    - 1.1.1.1.6. Substance use disorders.
    - 1.1.1.1.7. Mental health events.
  - 1.1.1.2. At risk for child abuse and neglect.
  - 1.1.1.3. Perinatal families of substance exposed infants.
  - 1.1.1.4. Seek Comprehensive Family Support Services (CFSS) in a voluntary manner.
- 1.1.2. For the purposes of this agreement, all references to days shall mean business days.
- 1.1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 AM to 5:00 PM, excluding state and federal holidays.
- 1.1.4. The Contractor shall provide services at the Waypoint Family Resource Center, which is located at 464 Chestnut Street, Manchester, NH and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Manchester District Office Catchment Area. The Contractor shall ensure:
  - 1.1.4.1. Office hours are available to families and staff Monday through Friday, during business hours.
  - 1.1.4.2. The office remains in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.5. The Contractor shall maintain operation of a Qualified Family Resource Center (FRC-Q, or obtain the FRC-Q designation no later

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than the contract completion date.

- 1.1.6. The Contractor shall provide Comprehensive Family Support Services (CFSS) support to parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children. The Contractor shall provide CFSS in a flexible and integrated approach that provides support services to families in three stages:
  - 1.1.6.1. Prevention.
  - 1.1.6.2. Early intervention.
  - 1.1.6.3. Crisis.
- 1.1.7. The Contractor shall support the empowerment of families as advocates for themselves and their children by facilitating collaboration between communities and families to develop a comprehensive array of local, family-centered and culturally informed services.
- 1.1.8. The Contractor shall perform outreach to individuals and families through activities that may include, but are not limited to:
  - 1.1.8.1. Distribution of collateral materials including CFSS and agency brochures, newsletters, flyers, and calendars.
  - 1.1.8.2. Inclusion of parenting and family resource center information on the Waypoint website.
  - 1.1.8.3. Information sessions and presentations with community agencies and their representatives.
  - 1.1.8.4. Media coverage.
- 1.1.9. The Contractor shall facilitate identification and evaluation of programs and services available to families who may be experiencing conditions that may include, but are not limited to:
  - 1.1.9.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.9.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.9.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.9.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.1.9.5. Having income at or below 300% of the Federal Poverty Level.

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- 1.1.9.6. Family history of domestic violence:
- 1.1.9.7. Child's insecure attachment in early years.
- 1.1.9.8. Pregnancy, birth of a child within the past twelve (12) months, birth of an additional child within the next six (6) months, birth or expected birth of a child with special healthcare needs.
- 1.1.9.9. Pregnant persons with prenatal substance use concerns and families with substance exposed infants.
- 1.1.9.10. Having more than one (1) child under the age of three (3) years.
- 1.1.9.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
- 1.1.9.12. Home conditions presenting a health and/or safety risk to family members.
- 1.1.9.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
- 1.1.9.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.1.9.15. Families impacted by traumatic events.
- 1.1.9.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.1.9.17. Substance Use Disorder services.
- 1.1.10. The Contractor shall ensure services are multigenerational; trauma-informed; culturally-responsive; strengths-based; and focused on empowering families. The Contractor shall ensure:
  - 1.1.10.1. Service activities include, but are not limited to providing:
    - 1.1.10.1.1. Evidence-based practices, where available.
    - 1.1.10.1.2. Education and direct services that support parent and child wellbeing.
    - 1.1.10.1.3. Case management.
    - 1.1.10.1.4. Access to a broad range of resources and referrals to respond to each family's needs, as appropriate.
  - 1.1.10.2. Services are delivered in an environment appropriate to the needs and convenience of the clients, which may include

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but are not limited to:

- 1.1.10.2.1. Home-visiting services.
- 1.1.10.2.2. Community-based visits.
- 1.1.10.2.3. Parenting groups.
- 1.1.10.2.4. Workshops.
- 1.1.10.2.5. Playgroups.
- 1.1.11. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.12. The Contractor shall attend quarterly meetings for the CFSS as scheduled by the Department.
- 1.1.13. The Contractor shall engage with the Department and peers, through regular meetings focused on client outcomes, to utilize data to understand performance and improve practices, as requested by the Department.
- 1.1.14. The Contractor shall evaluate the performance of the program and services provided through the distribution of client and family satisfaction surveys upon completion of services and during two (2) client survey months annually.
- 1.1.15. The Contractor shall ensure CFSS staff participate in the Manchester System of Care program in order to improve mental health outcomes for infants, toddlers, provide support to families of children from birth through age 8 with serious emotional disturbances, and inform the delivery of services.

**1.2. Assessment and Referrals**

- 1.2.1. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.1.1. Child Care Aware of New Hampshire.
  - 1.2.1.2. Department of Health and Human Services District offices for assistance with program eligibility determination.
  - 1.2.1.3. Special Medicaid Services, including, Family Centered Early Supports and Services (FCESS).
  - 1.2.1.4. Family Violence Prevention Agencies.
  - 1.2.1.5. Primary Care Provider enrollment assistance.
  - 1.2.1.6. Health insurance provider enrollment assistance, including Medicaid, to increase access to healthcare.

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- 1.2.1.7. Mental health services.
- 1.2.1.8. Oral health services.
- 1.2.1.9. Smoking cessation programs, including referrals to QuitWorks-NH, as appropriate.
- 1.2.1.10. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
- 1.2.1.11. Independent living programs.
- 1.2.1.12. Adult education.
- 1.2.1.13. Employment services.
- 1.2.2. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.2.2.1. Parent education and support.
  - 1.2.2.2. Family mentoring and advocacy.
  - 1.2.2.3. Medical and health education.
  - 1.2.2.4. Early childhood education.
  - 1.2.2.5. Literacy education and support.
  - 1.2.2.6. Life skills training.
- 1.2.3. The Contractor shall ensure services provided be designed to prevent child maltreatment, neglect, and Juvenile Justice Involvement.
- 1.2.4. The Contractor shall provide services that are trauma informed and include, but are not limited to:
  - 1.2.4.1. Parenting education and family support through a variety of evidence-based curriculums.
  - 1.2.4.2. Age appropriate education using Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents – Fourth edition.
- 1.2.5. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care and:
  - 1.2.5.1. Provide early intervention in at risk pregnant and parenting families.
  - 1.2.5.2. Prioritize pregnant parents with substance use disorder for support and assignment.

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- 1.2.6. The Contractor shall assist pregnant and postpartum women with developing a Plan of Safe Care in collaboration with the client's medical providers.
- 1.2.7. The Contractor shall complete a Family Assessment for each family served within the first three (3) visits with families, utilizing an intake assessment, the Protective Factors Survey, 2nd Edition (PFS-2), and a comprehensive assessment using the North Carolina Family Assessment Scale General (NCFAS-G) in order to:
  - 1.2.7.1. Identify risk factors.
  - 1.2.7.2. Determine appropriate CFSS.
  - 1.2.7.3. Provide appropriate CFSS.
- 1.2.8. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.
- 1.2.9. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.9.1. Distribute the Learn the Signs, Act Early materials.
  - 1.2.9.2. Report the number of families who received developmental screening education materials.
  - 1.2.9.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years.
  - 1.2.9.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.
- 1.2.10. The Contractor shall provide CFSS using the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods including, but not limited to:
  - 1.2.10.1. Home visiting services.
  - 1.2.10.2. Workshops.
  - 1.2.10.3. Support groups.

**1.3. Home Visiting Services**

- 1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on each family's strengths and being responsive to their needs. The Contractor shall ensure services, include, but are not limited to:
  - 1.3.1.1. Working with program participants to develop comprehensive goals to improve the economic self-

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sufficiency by assisting parents with developing a vision for the future that includes, but is not limited to:

- 1.3.1.1.1. Planning future pregnancies.
- 1.3.1.1.2. Continuing education.
- 1.3.1.1.3. Finding and maintaining employment.
- 1.3.1.1.4. Increasing Protective Factors of the family.
- 1.3.1.1.5. Obtaining secure housing.
- 1.3.1.1.6. Accessing community services.
- 1.3.1.1.7. Accessing parental education on topics that include, but are not limited to:
  - 1.3.1.1.7.1. Child development.
  - 1.3.1.1.7.2. Child behavior.
  - 1.3.1.1.7.3. Child health.
  - 1.3.1.1.7.4. Coping and problem solving skills.
  - 1.3.1.1.7.5. Safety.
  - 1.3.1.1.7.6. Parenting skills.
- 1.3.1.2. Providing flexible availability in order to meet the needs of individual families and communities.
- 1.3.1.3. Ensuring non-duplication of other services being received.
- 1.3.1.4. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.
- 1.3.1.5. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.
- 1.3.1.6. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.1.7. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.1.7.1. All women have access to formal, validated screening for prenatal and postpartum depression using that may include, but are not

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- limited to:
- 1.3.1.7.1. Prime MD depression screening.
  - 1.3.1.7.1.2. Edinburg Postnatal Screen.
  - 1.3.1.7.2. All women who screen positive for maternal depression are referred to follow-up treatment, as appropriate.
  - 1.3.1.7.3. Nursing visits are provided to pregnant women and their babies through the child's first birthday, and as needed for any child up to 17 years of age through the Child and Family Health Support program.
  - 1.3.1.7.4. Nurse consultation is provided to any family that has an identified nursing need.
  - 1.3.1.7.5. All participants are enrolled in primary care physician services.
  - 1.3.1.7.6. Improved family health and functioning.
- 1.3.2. The Contractor shall provide home visiting services utilizing the Home Visiting NH model, which includes, but is not limited to:
- 1.3.2.1. Promoting healthy pregnancy and birth outcomes.
  - 1.3.2.2. Promoting a safe and nurturing environment for children.
  - 1.3.2.3. Improving families' life course and development.
- 1.3.3. The Contractor shall provide CFSS nursing services according to the Home Visiting NH schedule of visits to teen and young adult parents living in the Waypoint Transitional Living Program (TLP) during pregnancy through the child's first birthday.
- 1.3.4. The Contractor shall ensure CFSS continue upon a family's transition from Waypoint TLP housing to permanent housing.
- 1.3.5. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but not are limited to:
- 1.3.5.1. Parents as Teachers curriculum.
  - 1.3.5.2. Born to Learn curriculum.
  - 1.3.5.3. The Period of PURPLE Crying.
  - 1.3.5.4. Motivational interviewing.
  - 1.3.5.5. Advocacy training.

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- 1.3.5.6. Magic 123.
- 1.3.5.7. Enhanced Care Coordination.
- 1.3.5.8. Reflective supervision.

**1.4. Workshops and Support Groups**

- 1.4.1. The Contractor shall provide an array of workshops to increase knowledge of parenting and child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.4.1.1. Positive Solutions for Families.
  - 1.4.1.2. Slow Cooker class.
  - 1.4.1.3. Can't Even Fam.
  - 1.4.1.4. Instructional money management programs.
  - 1.4.1.5. Parenting a Second Time Around.
  - 1.4.1.6. Mommy and Me play group.
- 1.4.2. The Contractor shall facilitate a variety of support groups including, but not limited to:
  - 1.4.2.1. Parent Support.
  - 1.4.2.2. Kincare Support.
  - 1.4.2.3. Circle of Parents.
- 1.4.3. The Contractor shall ensure workshops and support groups occur at the Manchester Family Resource Center, or at a partner location if more conducive to the families' needs.

**1.5. Staffing**

- 1.5.1. The Contractor shall require all staff, subcontractors, and volunteers, who have contact with children, complete criminal background and central registry checks.
- 1.5.2. The Contract shall ensure that all staff who shall drive as part of their job duties maintain a valid driver's license.
- 1.5.3. The Contractor shall ensure staff are trained in the principles of family support, maternal and child health, as well as the child welfare system with concentrations in service array as well as working in multidisciplinary teams.
- 1.5.4. The Contractor shall ensure that staff participate in training that includes, but is not limited to:
  - 1.5.4.1. Strengthening the Families Framework.

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- 1.5.4.2. The Five Protective Factors.
- 1.5.4.3. Trust Based Relational Intervention.
- 1.5.4.4. Solutions Based Casework.
- 1.5.5. The Contractor shall ensure that staff receive on-going staff enrichment and development in areas that include, but are not limited to:
  - 1.5.5.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community.
  - 1.5.5.2. Exercising empathy, with an understanding of family stressors of parents and families receiving services.
  - 1.5.5.3. Effective home visiting and reporting practices.
- 1.5.6. The Contractor shall ensure that all clinicians and prescribing practitioners who provide consultation services are licensed by the NH Board of Psychological Examiners, as a health care professional.
- 1.5.7. The Contractor shall ensure the program is staffed, at a minimum, by a Program Director who works the minimum of a 0.5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
- 1.5.8. The Contractor shall ensure the Program Director have, at a minimum experience and education including but not limited to:
  - 1.5.8.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
  - 1.5.8.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
  - 1.5.8.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
  - 1.5.8.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
- 1.5.9. The Contractor shall ensure the Paraprofessional Home Visitors have, at a minimum experience and education including but not limited to:
  - 1.5.9.1. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and

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- 1.5.9.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.5.10. The Contractor shall ensure that a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.5.11. The Contractor shall designate a staff position to be the liaison for all programmatic correspondence between the Department and the agency including, but not limited to:
  - 1.5.11.1. Clinical updates.
  - 1.5.11.2. Program announcements.
  - 1.5.11.3. Reporting changes, errors, and requests.
- 1.6. **Relevant Laws, Policies and Guidelines**
  - 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
  - 1.6.2. The Contractor shall meet all information security and privacy requirements, as set by the Department.
  - 1.6.3. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 3, 2008.
  - 1.6.4. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
  - 1.6.5. The Contractor shall promote immunizations, in accordance with RSA 141-C and the Immunization Rules promulgated thereunder.
  - 1.6.6. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
  - 1.6.7. The Contractor shall comply with confidentiality provisions of RSA

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170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.

1.6.8. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:

1.6.8.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.6.8.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.

1.6.8.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.

1.6.9. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.

1.6.10. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.

1.6.11. The Contractor shall provide all forms developed for authorization for release of information to the Department prior to use.

1.6.12. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.

1.6.13. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

1.6.14. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.

**2. Exhibits Incorporated**

2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in

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accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes; and
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department by July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.
  - 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days of receiving the data, which includes but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.
  - 3.3.6. Date of Screening.
  - 3.3.7. Which month the Ages and Stages Questionnaire (ASQ) was administered.
  - 3.3.8. Recheck.

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- 3.3.9. Referred.
- 3.3.10. Receiving services.
- 3.3.11. Screening score.
- 3.3.12. Consent signed to notify Primary Care Physician (PCP).
- 3.3.13. Date the screen was sent to PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record on each family in compliance with all HIPAA Privacy Rules, ensuring each record includes, but is not limited to:
  - 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal and/or primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.
- 4. Performance Measures
  - 4.1. Contractor performance shall be monitored by the Department through review of consumer satisfaction data, which shall indicate a minimum of 80% favorable rating.

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- 4.2. The Contractor shall sustain 100% screening of, family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
- 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
- 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
  - 4.5.1. Increasing outreach to high-risk populations.
  - 4.5.2. Increasing the share of referred families who enroll in services.
  - 4.5.3. Increasing service completion dates.
  - 4.5.4. Evaluating long-term program outcomes.
- 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

- 5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

- 5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

- 5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a

Contractor Initials SK

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

- 5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 5.3.3.1. Brochures.
  - 5.3.3.2. Resource directories.
  - 5.3.3.3. Protocols or guidelines.
  - 5.3.3.4. Posters.
  - 5.3.3.5. Reports.
- 5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

**6. Records**

- 6.1. The Contractor shall keep records that include, but are not limited to:
  - 6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 6.1.4. Medical records on each patient/recipient of services.

Contractor Initials     P

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B**



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6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C



Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget Worksheet through Exhibit C-4, Budget Worksheet.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFainvoices@dhhs.nh.gov](mailto:BFainvoices@dhhs.nh.gov), or invoices may be mailed to:

Waypoint

Exhibit C

Contractor Initials JK

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Date 6/19/20

Rev. 01/08/19

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C**



Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301

6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

Waypoint

Exhibit C

Contractor Initials CAF

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New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C



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- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
  - 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
  - 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
  - 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

Waypoint

RFP-2021-DEHS-02-COMPR-10

Rev. 01/08/19

Exhibit C

Page 3 of 3

Contractor Initials

*RS*

Date

6/19/20

Exhibit C-1, Budget Worksheet

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD												
Bidder Name: Waypoint												
Budget Request for: RFP-2021-DEHS-02-COMPR-19 (Comprehensive Family Support Services - Manchester)												
Budget Period: 7/1/20-6/30/21												
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share					
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total			
1. Total Salaries/Wages	186,439.40	20,751.11	207,190.51				186,439.40	20,751.11	207,190.51			
2. Employee Benefits	51,750.00	7,762.50	59,512.50				51,750.00	7,762.50	59,512.50			
3. Contractors	1,000.00		1,000.00				1,000.00		1,000.00			
4. Equipment												
Rental												
Repair and Maintenance	1,500.00	300.00	2,000.00				1,500.00	300.00	2,000.00			
Purchase/Depreciation	1,500.00	300.00	2,000.00				1,500.00	300.00	2,000.00			
5. Supplies												
Educational	2,871.98		2,871.98				2,871.98		2,871.98			
Lab												
Pharmacy												
Medical												
Office	2,000.00	300.00	2,300.00				2,000.00	300.00	2,300.00			
6. Travel	8,700.00	1,000.00	9,700.00				8,700.00	1,000.00	9,700.00			
7. Occupancy	20,000.00	2,500.00	22,500.00				20,000.00	2,500.00	22,500.00			
8. Current Expenses												
Telephones	4,000.00	700.00	4,700.00				4,000.00	700.00	4,700.00			
Postage	110.00		110.00				110.00		110.00			
Subscriptions	180.00		180.00				180.00		180.00			
Audit and Legal												
Insurance												
Board Expenses												
9. Others												
10. Marketing/Communications	1,000.00	250.00	1,250.00				1,000.00	250.00	1,250.00			
11. Staff Education and Training	2,700.00	300.00	3,000.00				2,700.00	300.00	3,000.00			
12. Subcontract/Management												
13. Other: Organizational Dues	1,200.00		1,200.00				1,200.00		1,200.00			
Interest Expense		5,911.00	5,911.00					5,911.00	5,911.00			
Perseus, Scribbr, and Grant Donation	9,209.93		9,209.93	9,209.93		9,209.93			9,209.93			
TOTAL	276,072.23	45,072.61	321,144.84	9,209.93		9,209.93	247,871.50	45,072.61	314,711.84			

Indirect As A Percent of Direct

17.7%

Contractor Initials: *Pat*  
Date: *6/21/20*

Exhibit C-2 Budget Worksheet

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Blotter Name: **Waypoint**

Budget Request for: **RFP-2021-02HS-02-COMPR-18 (Comprehensive Family Support Services - Manchester)**

Budget Period: **1/1/21-12/31/21**

Line Item	Total Program Cost			Contractor Share / Match			Funded by Div'd contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	109,439.40	30,751.11	200,190.51				109,439.40	30,751.11	200,190.51
2. Employee Benefits	51,750.00	7,762.50	59,512.50				51,750.00	7,762.50	59,512.50
3. Contractual	1,000.00		1,000.00				1,000.00		1,000.00
4. Equipment									
Rent									
Repair and Maintenance	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00
Purchase/Construction	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00
5. Supplies									
Educational	2,071.99		2,071.99				2,071.99		2,071.99
Lab									
Pharmacy									
Medical									
Office	2,000.00	300.00	2,300.00				2,000.00	300.00	2,300.00
6. Travel	8,700.00	1,000.00	9,700.00				8,700.00	1,000.00	9,700.00
7. Occupancy	20,500.00	2,500.00	23,000.00				20,500.00	2,500.00	23,000.00
8. Current Expenses									
Telephone	4,000.00	200.00	4,200.00				4,000.00	200.00	4,200.00
Postage	110.00		110.00				110.00		110.00
Subscriptions	100.00		100.00				100.00		100.00
Aids and Legal									
Insurance									
Board Expenses									
9. Software									
10. Marketing/Communications	1,000.00	250.00	1,250.00				1,000.00	250.00	1,250.00
11. Staff Education and Training	2,700.00	300.00	3,000.00				2,700.00	300.00	3,000.00
12. Support Activities									
13. Other Organizational Dues	1,200.00		1,200.00				1,200.00		1,200.00
Interest Expense		5,011.00	5,011.00					5,011.00	5,011.00
Payroll Savings/End Orphan	9,305.93		9,305.93	9,305.93		9,305.93			
<b>TOTAL</b>	<b>274,977.22</b>	<b>49,079.61</b>	<b>324,056.83</b>	<b>9,305.93</b>		<b>9,305.93</b>	<b>265,671.33</b>	<b>49,079.61</b>	<b>314,750.94</b>

Indirect As A Percent of Direct: 17.7%

Contractor Initials: *BT*  
Date: *6/19/20*

New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Budget Year: 2021

Budget Request for: RFP-2021-0413-01-COMPR-19 Comprehensive Family Support Services - Matched

Budget Period: 7/1/21-6/30/22

Line Item	Account	Category	Sub-Category	Unit	Quantity	Unit Cost	Total Cost	FY21	FY22	FY23	FY24	FY25
1. Total Salaries	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
2. Contractual Services	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
3. Consultants	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
4. Equipment	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
5. Travel	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
6. Repairs and Maintenance	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
7. Furniture/Office	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
8. Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
9. Postage	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
10. Printing	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
11. Lab	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
12. Medical	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
13. Office	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
14. Travel	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
15. Other	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
16. Total	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

2/19/22  
2/19/22  
2/19/22

Exhibit C-4, Budget Worksheet

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD											
Bidder Name: Waypoint											
Budget Request for: RFP-2021-DEH-02-COMPR-10 (Comprehensive Family Support Services - Manchester)											
Budget Period: 7/1/23-6/30/24											
Line Item	Fiscal Program Cost			Contractor Share / Match			Funded by Direct Contract Share				
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Total Retainage	188,438.40	30,711.11	200,180.51				188,438.40	30,711.11	200,180.51		
2. Employee Benefits	51,750.00	7,762.50	59,512.50				51,750.00	7,762.50	59,512.50		
3. Consultants	1,000.00		1,000.00				1,000.00		1,000.00		
4. Equipment											
Rental											
Repair and Maintenance	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00		
Purchase/Depreciation	1,500.00	500.00	2,000.00				1,500.00	500.00	2,000.00		
5. Supplies											
Educational	2,871.99		2,871.99				2,871.99		2,871.99		
Lab											
Pharmacy											
Medical											
Office	2,000.00	300.00	2,300.00				2,000.00	300.00	2,300.00		
6. Travel	8,700.00	1,005.00	9,705.00				8,700.00	1,005.00	9,705.00		
7. Occupancy	20,000.00	2,500.00	22,500.00				20,000.00	2,500.00	22,500.00		
8. Current Expenses											
Telephone	4,000.00	200.00	4,200.00				4,000.00	200.00	4,200.00		
Postage	110.00		110.00				110.00		110.00		
Subscriptions	100.00		100.00				100.00		100.00		
Audi and Visual											
Insurance											
Printing Expenses											
9. Software											
10. Marketing/Communications	1,000.00	250.00	1,250.00				1,000.00	250.00	1,250.00		
11. Staff Education and Training	2,700.00	300.00	3,000.00				2,700.00	300.00	3,000.00		
12. Subcontractor/Agreements											
13. Other Organizational Costs	1,200.00		1,200.00				1,200.00		1,200.00		
Interest Expense		5,811.00	5,811.00					5,811.00	5,811.00		
Purchase Services/In-Kind Donation	9,305.93		9,305.93	9,305.93		9,305.93					
TOTAL	374,977.33	49,078.61	424,055.94	9,305.93		9,305.93	365,671.59	49,078.61	414,750.20		

Indirect As A Percent of Direct 11.7%

Contractor Date: PAT  
Date: 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit D



**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

Vendor Initials

*[Handwritten Signature]*  
Date *6/19/90*



New Hampshire Department of Health and Human Services  
Exhibit D

has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

2. The grantees may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

6/19/20  
Date

Vendor Name: Waypoint  
[Signature]  
Name: BURJA ALVAREZ DE TOLEDO  
Title: President/CEO

Vendor Initials BA  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit E



CERTIFICATION REGARDING LOBBYING

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
- \*Temporary Assistance to Needy Families under Title IV-A
  - \*Child Support Enforcement Program under Title IV-D
  - \*Social Services Block Grant Program under Title XX
  - \*Medicaid Program under Title XIX
  - \*Community Services Block Grant under Title VI
  - \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6/19/20  
Date

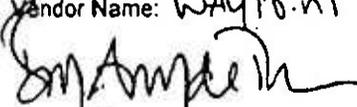
Vendor Name: WAYPOINT  
  
Name: BRIJA AWAR  
Title: President/CEO

Exhibit E - Certification Regarding Lobbying

Vendor Initials BA  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

Exhibit F - Certification Regarding Debarment, Suspension  
And Other Responsibility Matters

Vendor Initials

Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6/19/20  
Date

Vendor Name: WAY POINT  
*[Signature]*  
Name: ROSA ALVARO DE TOWNS  
Title: President / CEO

Vendor Initials *[Signature]*  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit G



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Vendor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Vendor Initials

*[Handwritten Signature]*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower Protections

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Vendor agrees to comply with the provisions indicated above.

6/19/20  
Date

Vendor Name: WAYPOINT

Name: SELJA ALVAREZ DE TOLON  
Title: President/CEO

Exhibit G

Vendor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Vendor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: ELIJA ALVAREZ DE TORRES  
Title: President/CEO



New Hampshire Department of Health and Human Services

Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Date 6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

New Hampshire Department of Health and Human Services



Exhibit I

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Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

New Hampshire Department of Health and Human Services



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials BT

Date 6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

3/2014

Contractor Initials SAT

Date 6/19/20



New Hampshire Department of Health and Human Services

Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services The State	<u>WAYPOINT</u> Name of the Contractor
<u>Christina Paulin</u> Signature of Authorized Representative	<u>[Signature]</u> Signature of Authorized Representative
<u>Christina Santanilla</u> Name of Authorized Representative	<u>BRIGIA ALVAREZ RE TOLEDO</u> Name of Authorized Representative
<u>Director, D&amp;HS</u> Title of Authorized Representative	<u>President / CEO</u> Title of Authorized Representative
<u>6/23/20</u> Date	<u>6/19/20</u> Date



New Hampshire Department of Health and Human Services  
Exhibit J

**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique Identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

6/19/20  
Date

Contractor Name: WAYPOINT  
*[Signature]*  
Name: *[Signature]*  
Title: President / CEO

Contractor Initials PT  
Date 6/19/20



New Hampshire Department of Health and Human Services  
Exhibit J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 09-550-5905

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

X NO \_\_\_\_\_ YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

\_\_\_\_\_ NO \_\_\_\_\_ YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

Contractor Initials BAI  
Date 2/19/20

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees It will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:
  1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
  2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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DHHS Information Security Requirements



- the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.
12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
  13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
  14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
  15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
  16. The Contractor must ensure that all End Users:
    - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
    - b. safeguard this information at all times.
    - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
    - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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6/19/20

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020 (Item #21), as amended on September 21, 2022 (Item #5A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2026
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,134,422.70
3. Modify Exhibit B, Scope of Services, by replacing in its entirety with Exhibit B, Scope of Services – Amendment #2, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1, to read:
  1. This Agreement is funded by:
    - 1.1. 83% Federal Funds, comprised of:
      - 1.1.1. 1% from the US Department of Health and Human Services, Administration on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, Assistance Listing Number (ALN) 93.645, Federal Award Identification Number (FAIN) 2301NHCWSS.
      - 1.1.2. 13% from the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, ALN 93.556, FAIN 2301FPSS.
      - 1.1.3. 25% from the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, ALN 93.667, FAIN 2301NHSOSR.
      - 1.1.4. 60% from the US Department of Health and Human Services, Temporary Assistance for Needy Families, ALN 93.558, FAIN 2301NHTANF.
      - 1.1.5. .1% from the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, ALN 93.994, FAIN 90CA1858.
    - 1.2. 17% General Funds.
5. Modify Exhibit C, Payment Terms, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement and shall be in accordance with the approved line item, as specified in Exhibit C-1, Budget through Exhibit C-6, Budget – Amendment #2.

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6. Add Exhibit C-5, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.
7. Add Exhibit C-6, Budget – Amendment #2, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2024, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/29/2024  
\_\_\_\_\_  
Date

DocuSigned by:  
*Iain Watt*  
\_\_\_\_\_  
Name: Iain Watt  
Title: Interim Director - DPHS

5/28/2024  
\_\_\_\_\_  
Date

Waypoint  
DocuSigned by:  
*Borja Alvarez de Toledo*  
\_\_\_\_\_  
Name: Borja Alvarez de Toledo  
Title: president and CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

5/30/2024

Date

DocuSigned by:

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**Scope of Services**

**1. Statement of Work**

**1.1. General Services**

1.1.1. The Contractor must provide services to pregnant and parenting women as well as other families with children up to eighteen (18) years of age who are:

1.1.1.1. At risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy;

1.1.1.1.2. Health and nutrition;

1.1.1.1.3. Education and employment;

1.1.1.1.4. Parenting challenges;

1.1.1.1.5. Social isolation;

1.1.1.1.6. Substance use disorders;

1.1.1.1.7. Mental health events;

1.1.1.1.8. Child abuse and neglect; and

1.1.1.1.9. Substance exposed infants.

1.1.1.2. Perinatal families of substance exposed infants; and

1.1.1.3. At risk for child abuse and neglect.

1.1.1.4. Seeking Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. The Contractor must provide services at Waypoint located at 60 Main Street, Nashua, NH; and other locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Southern District Office Catchment Area. The Contractor must ensure:

1.1.2.1. Staff are available to provide Comprehensive Family Support Services to families during the business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding state and federal holidays.

1.1.2.2. Evening hours are available at least one (1) night per week.

1.1.2.3. Families are provided flexible opportunities to meet in the home or community.

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**EXHIBIT B – AMENDMENT 2**

- 1.1.2.4. Office locations remain in compliance with the Americans with Disabilities Act (ADA) accessibility requirements.
- 1.1.2.5. No duplication of services.
- 1.1.3. The Contractor must maintain operation of a Family Resource Center of Quality (FRC-Q) or obtain the FRC-Q designation no later than June 30, 2026. This includes utilizing the Strengthening Families Framework and Protective Factors including, but not limited to, parental resilience, social connections, knowledge of parenting and child development, concrete supports in times of need, and social emotional competence in children, which may be provided through methods including, but not limited to:
  - 1.1.3.1. Home visiting services.
  - 1.1.3.2. Case management.
  - 1.1.3.3. Workshops.
  - 1.1.3.4. Support groups.
  - 1.1.3.5. Community events.
  - 1.1.3.6. Facilitating access to concrete support and referrals.
- 1.1.4. The Contractor must engage with the Department and peers through activities including, but not limited to:
  - 1.1.4.1. Attending quarterly CFSS meetings as scheduled by the Department.
  - 1.1.4.2. Attending regularly scheduled meetings, upon request of the Department or Contractor.
  - 1.1.4.3. Participating in an annual CFSS site visit.
  - 1.1.4.4. Collaborating with the Department and the statewide network of Family Resource Centers's Facilitating Organization to ensure a statewide system of CFSS.
  - 1.1.4.5. Designating one (1) staff position to be the liaison for all programmatic correspondence between the Department and the Contractor, including but not limited to:
    - 1.1.4.5.1. Clinical updates.
    - 1.1.4.5.2. Program announcements.
    - 1.1.4.5.3. Reporting changes, errors, and requests.
    - 1.1.4.5.4. Invoicing requests and inquiries.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

**1.2. CFSS Home Visiting Services**

1.2.1. The Contractor must provide home visiting services utilizing the NH Comprehensive Family Support Services model, which includes, but is not limited to, the following priorities:

- 1.2.1.1. Promoting healthy pregnancy and birth outcomes.
- 1.2.1.2. Promoting a safe and nurturing environment for children.
- 1.2.1.3. Improving maternal and child health.
- 1.2.1.4. Promoting positive parenting practices.
- 1.2.1.5. Reducing child maltreatment.
- 1.2.1.6. Increasing linkages and referrals to community resources and supports.

1.2.2. The Contractor must utilize home visits as the main method of CFSS service delivery and must be provided in a flexible and integrated approach that provides support services to families on a continuum of three stages, including:

- 1.2.2.1. Prevention;
- 1.2.2.2. Early intervention; and
- 1.2.2.3. Crisis.

1.2.3. The Contractor must provide multigenerational, trauma-informed, culturally responsive, strengths-based services, focused on empowering families through the use of evidence-based and evidence-informed approaches including, but not limited to:

- 1.2.3.1. Growing Great Kids curriculum.
- 1.2.3.2. Parents as Teachers curriculum.
- 1.2.3.3. Positive Solutions for Families.
- 1.2.3.4. Strengthening Families Parent Cafes.
- 1.2.3.5. Born to Learn curriculum.
- 1.2.3.6. The Period of PURPLE Crying.
- 1.2.3.7. Enhanced care coordination.
- 1.2.3.8. Motivational interviewing.
- 1.2.3.9. Advocacy training.
- 1.2.3.10. Reflective supervision.

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.2.4. The Contractor must provide and connect families to services that include but are not limited to:
  - 1.2.4.1. Social.
  - 1.2.4.2. Healthcare.
  - 1.2.4.3. Family Planning.
  - 1.2.4.4. Parenting Support.
- 1.2.5. The Contractor must promote education on health and safety topics including, but not limited to:
  - 1.2.5.1. Child safety information through handouts and explanation via curricula including information available from the Centers for Disease Control (CDC) on a variety of infant, childhood safety concerns, ranging from injury prevention to reduction of high-risk behaviors in teenagers, including, but not limited to:
    - 1.2.5.1.1. Car seat safety checks.
    - 1.2.5.1.2. Safety gates.
    - 1.2.5.1.3. Portable cribs.
    - 1.2.5.1.4. Safe sleep.
    - 1.2.5.1.5. Lead poisoning prevention.
    - 1.2.5.1.6. Home safety including Window guards.
    - 1.2.5.1.7. Oral health of infants, children, and adolescents.
    - 1.2.5.1.8. Adverse Childhood Experiences (ACES) and the protective factors.
    - 1.2.5.1.9. Smoking cessation.
- 1.2.6. The Contractor must collaborate with program participants to develop comprehensive goals that improve the economic self-sufficiency of families by assisting parents to plan for the future that includes, but is not limited to:
  - 1.2.6.1. Planning future pregnancies.
  - 1.2.6.2. Continuing education.
  - 1.2.6.3. Finding and maintaining employment.
  - 1.2.6.4. Increasing Protective Factors of the family.
  - 1.2.6.5. Obtaining secure housing.
  - 1.2.6.6. Accessing community services.

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Date 5/28/2024

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Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.2.6.7. Accessing parental education on topics that include, but are not limited to:
  - 1.2.6.7.1. Child development.
  - 1.2.6.7.2. Child behavior.
  - 1.2.6.7.3. Child health.
  - 1.2.6.7.4. Coping and problem-solving skills.
  - 1.2.6.7.5. Safety.
  - 1.2.6.7.6. Parenting skills.

**1.3. Newborn Navigation Services**

1.3.1. The Contractor must provide a Newborn Navigator program as part of the Comprehensive Family Support Services Home Visiting model. A Family Support Specialist designated as a Newborn Navigator will be identified within the CFSS Family Resource Center (FRC). Newborn Navigators must:

- 1.3.1.1. Engage with families during pregnancy or within one month of birth and provide at minimum a one (1) time CFSS home visit on a voluntary basis within three (3) months of birth. The home visit includes care coordination services to pregnant and newborn families, with priority given to:
  - 1.3.1.1.1. Families at or below 250% of the federal poverty level;
  - 1.3.1.1.2. Single-parent families;
  - 1.3.1.1.3. First time parents;
  - 1.3.1.1.4. Families with other children under three (3) years of age;
  - 1.3.1.1.5. Parents under twenty-five (25) years of age; and
  - 1.3.1.1.6. Parents with limited educational attainment.
- 1.3.1.2. Make initial contact with families at-during pregnancy, prior to hospital discharge, or no later than one (1) month following birth to:
  - 1.3.1.2.1. Provide Family Resource Center (FRC) information for families declining the home visit; or
  - 1.3.1.2.2. Schedule a date and time for the initial home visit to occur and obtain initial intake prescreening information to follow up with the family.

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1.3.1.3. Gather prescreening intake information and enter into the Family Support Data System (FSDS) prior to conducting the home visit.

1.3.2. The Contractor must ensure:

1.3.2.1. Enrolled families are eligible for up to a total of three (3) Newborn Navigator home visits to complete check-ins and community linkages, which must occur during the first six (6) months post discharge.

1.3.2.2. The initial engagement with the newborn family includes initial screening by the Healthcare setting and Newborn Navigator for enrollment, considering the following questions:

1.3.2.2.1. Does the family reside in CFSS catchment area?

1.3.2.2.2. Has the family had a recent birth or expecting birth?

1.3.2.2.3. Does the family need community based follow up to make resource linkages?

1.3.2.2.4. Would the family benefit from a post-partum follow up screening of maternal and child health and community linkage support?

1.3.2.2.5. Is the family already enrolled in another home visiting program?

1.3.2.3. Families that consent to the Newborn Navigator home visit receive a Welcome Newborn Family bag that includes information and resources as coordinated with the Department, including but not limited to:

1.3.2.3.1. WIC.

1.3.2.3.2. Medicaid.

1.3.2.3.3. SNAP.

1.3.2.3.4. Family Resource Center services.

1.3.2.3.5. Lead poisoning prevention.

1.3.2.3.6. Safe sleep.

1.3.2.3.7. Infant nutrition.

1.3.2.3.8. Additional items as identified by the CFSS agency and agreed upon by the Department.

1.3.2.4. The initial one (1) time Newborn Navigator home visit includes a comprehensive Family Needs Assessment and supports including, but not limited to:

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- 1.3.2.4.1. Maternal depression screening.
- 1.3.2.4.2. Developmental screening.
- 1.3.2.4.3. Referrals to resources as identified through the family needs assessment.
- 1.3.2.4.4. Parent education, Child safety: safe sleep & lead poisoning prevention and home safety.
- 1.3.2.4.5. Breastfeeding/lactation support.
- 1.3.2.4.6. Post-Partum family planning.
- 1.3.2.4.7. Nutrition support.
- 1.3.2.4.8. Positive parenting practices including attachment.
- 1.3.2.4.9. Release of information for resource referrals and sharing programmatic information with the Department.
- 1.3.2.4.10. Information and referral on home visiting programs.
- 1.3.2.5. The Newborn Navigator works with families to identify needs for ongoing support and facilitate referrals to the local Family Resource Center, CFSS, Healthy Families America (HFA), The Supplemental Nutrition Program for Women, Infants and Children (WIC), and Family Centered Early Supports and Services (FCESS).
- 1.3.2.6. Data for the Newborn Navigator program, as outlined in reporting requirements, is collected within the FSDS, and as coordinated with the Department and the Facilitation Organization.
- 1.3.3. The Contractor must collaborate, build partnerships, and plan enrollments with local healthcare agencies to promote referrals from healthcare providers to the CFSS Newborn Navigator program, including, but not limited to:
  - 1.3.3.1. Birthing hospitals.
  - 1.3.3.2. OBGYNs.
  - 1.3.3.3. Pediatric healthcare agencies.
  - 1.3.3.4. Family healthcare agencies.
  - 1.3.3.5. Community Health Centers.
  - 1.3.3.6. Developing Memorandum of Understanding (MOU's) as needed.

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- 1.3.3.7. Offering satellite health office hours as needed.
- 1.3.3.8. Providing Newborn Navigator CFSS program information and printed materials as needed.
- 1.3.4. The Contractor must collaborate and build partnerships with local early childcare and education programs that also serve newborn families to coordinate with early childhood programs, avoid duplication of services, and enhance coordination of care, including, but not limited to:
  - 1.3.4.1. WIC.
  - 1.3.4.2. FCESS.
  - 1.3.4.3. HFA.
  - 1.3.4.4. Other newborn home visiting programs within the CFSS catchment area.
- 1.3.5. The Contractor must work with the Department's CFSS Continuous Quality Improvement (CQI) Specialist to ensure all readiness activities are in place prior to implementing the program, including, but not limited to:
  - 1.3.5.1. Newborn Navigator staff Training.
  - 1.3.5.2. Family recruitment and enrollment plan.
  - 1.3.5.3. Health provider, community alignment and engagement plan.
  - 1.3.5.4. Data collection, including a Department-approved participant post survey.
  - 1.3.5.5. A post-participant survey shall be completed, upon survey approval by the Department, which may include, but is not limited to:
    - 1.3.5.6. Assessment of knowledge of community resources, postpartum depression, and newborn care after the one-time home visit.
    - 1.3.5.7. Assessment of referrals and connections to community resources.
    - 1.3.5.8. Satisfaction with and recommendation of Newborn Navigation services to peers.
    - 1.3.5.9. Additional feedback to support continuous quality improvement.
- 1.3.6. The Contractor must complete and renew a Release of Information (ROI) form annually with CFSS and Newborn Navigator participants. The ROI shall include:
  - 1.3.6.1. Acknowledgement of data collection within the FSDS.

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- 1.3.6.2. Acknowledgement of sharing personal identifiable information with the Department.
- 1.3.6.3. Acknowledgement of purpose of releasing data to the Department to review program outcomes and facilitate quality improvement activities.
- 1.3.6.4. Acknowledgement that Family Service Record data will be kept and tracked for three (3) subsequent years following discharge.

**1.4. Assessments and Referrals**

- 1.4.1. The Contractor must collaborate with community partners to facilitate referrals and prioritize enrollment of families who may be experiencing conditions that include, but are not limited to:
  - 1.4.1.1. A previous or current founded, or unfounded, child protective services report.
  - 1.4.1.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.4.1.3. A history of, or current, parental or caregiver substance abuse.
  - 1.4.1.4. A history of, or current, mental health concerns relative to the parent, caregiver, or child(ren).
  - 1.4.1.5. Having income at or below 250% of the Federal Poverty Level.
  - 1.4.1.6. Family history of domestic violence.
  - 1.4.1.7. Child's insecure attachment in early years.
  - 1.4.1.8. Pregnancy; birth of a child within the past twelve (12) months; birth of an additional child within the next six (6) months; birth or expected birth of a child with special healthcare needs.
  - 1.4.1.9. Pregnant individuals with prenatal substance use concerns and families with substance exposed infants.
  - 1.4.1.10. Pregnant or post-partum individuals with a Plan of Safe Care or in need of support to develop a Plan of Safe Care.
  - 1.4.1.11. Having more than one (1) child under three (3) years of age.
  - 1.4.1.12. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.4.1.13. Home conditions presenting a health and/or safety risk to family members.
  - 1.4.1.14. Child or family with chronic health, behavioral or developmental issues that impacts parenting.

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- 1.4.1.15. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
- 1.4.1.16. Families impacted by traumatic events.
- 1.4.1.17. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
- 1.4.1.18. Substance Use Disorder services.
- 1.4.2. The Contractor must complete a Family Needs Assessment for each family served within the first three (3) home visits utilizing an intake assessment within the FSDS to:
  - 1.4.2.1. Identify strengths;
  - 1.4.2.2. Identify risk factors;
  - 1.4.2.3. Identify current needs;
  - 1.4.2.4. Determine best program fit; and
  - 1.4.2.5. Provide appropriate CFSS referrals and services.
- 1.4.3. The Contractor must utilize additional screening tools, including but not limited to:
  - 1.4.3.1. The Ages and Stages Questionnaires, ASQ-3, and ASQ-SE.
  - 1.4.3.2. Prime MD depression screening.
  - 1.4.3.3. Edinburg Postnatal screening.
- 1.4.4. The Contractor must ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
  - 1.4.4.1. Parent education and support.
  - 1.4.4.2. Family mentoring and advocacy.
  - 1.4.4.3. Medical and health education.
  - 1.4.4.4. Mental health and education.
  - 1.4.4.5. Early childhood education.
  - 1.4.4.6. Literacy education and support.
  - 1.4.4.7. Life skills training.
  - 1.4.4.8. Use of preventive childcare.

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- 1.4.5. The Contractor must provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.4.5.1. Childcare Aware of New Hampshire.
  - 1.4.5.2. The Department's District Offices for assistance with program eligibility determination.
  - 1.4.5.3. Special Medicaid Services, including FCESS.
  - 1.4.5.4. WIC Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.4.5.5. NH Employment Security.
  - 1.4.5.6. Local school districts.
  - 1.4.5.7. Family violence prevention agencies.
  - 1.4.5.8. Mental health services.
  - 1.4.5.9. Nutrition education and healthy foods.
  - 1.4.5.10. Instructional money management.
  - 1.4.5.11. Smoking cessation programs, such as QuitWorks-NH.
  - 1.4.5.12. Independent living skills programs.
  - 1.4.5.13. Adult education.
  - 1.4.5.14. Literacy education.
  - 1.4.5.15. Employment services.
  - 1.4.5.16. Vocational rehabilitation services.

**1.5. Marketing and Outreach**

- 1.5.1. The Contractor must utilize strategies to increase the presence of CFSS in the community, including but not limited to:
  - 1.5.1.1. Producing and distributing Family Resource Center-branded flyers and brochures.
  - 1.5.1.2. Utilizing the Family Resource Center Facebook page to engage referral sources, families, and community members.
  - 1.5.1.3. Targeted mailings.
  - 1.5.1.4. Representing the FRC at community agencies and events.
- 1.5.2. The Contractor may administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines, through activities including, but not limited to:

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- 1.5.2.1. Distribute the "Learn the Signs, Act Early" materials.
- 1.5.2.2. Report the number of families who received developmental screening education materials.
- 1.5.2.3. Provide developmental and social emotional screenings for children one (1) month through five (5) years of age.
- 1.5.2.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.

**1.6. Workshops and Support Groups**

- 1.6.1. The Contractor must ensure families have access to support groups through a variety of methods, including but not limited to:
  - 1.6.1.1. In community spaces.
  - 1.6.1.2. At the Family Resource Center.
  - 1.6.1.3. Virtual.
- 1.6.2. The Contractor must provide an array of workshops to increase knowledge of parenting education, child development, parental resilience, and social connections, which include, but are not limited to:
  - 1.6.2.1. Positive Solutions for Families.
  - 1.6.2.2. Parenting a Second Time Around.
  - 1.6.2.3. Cooking and nutrition classes.
  - 1.6.2.4. Instructional money management programs.
  - 1.6.2.5. Mommy and Me (New Baby) group.
  - 1.6.2.6. Supporting Language and Your Child.
  - 1.6.2.7. You and Your Child Series.
- 1.6.3. The Contractor must facilitate a variety of support groups that include, but are not limited to:
  - 1.6.3.1. Parent Support.
  - 1.6.3.2. Kincare Support.
  - 1.6.3.3. CONNECT.
  - 1.6.3.4. Circle of Parents.
  - 1.6.3.5. Parent and Grandparent Café.
- 1.6.4. The Contractor must provide training to parents on topics that include, but are not limited to:

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- 1.6.4.1. Parenting strategies designed to increase parents' confidence and success as parents.
- 1.6.4.2. Co-parenting strategies, including teaching parenting skills that include, but are not limited to:
  - 1.6.4.2.1. Problem-solving skills.
  - 1.6.4.2.2. Promoting children's cognitive, academic, and social skills.
  - 1.6.4.2.3. Positive discipline.
  - 1.6.4.2.4. Decision-making.
  - 1.6.4.2.5. Relationships.
  - 1.6.4.2.6. Self-control.
  - 1.6.4.2.7. Limit-setting.
  - 1.6.4.2.8. Creating structure.
  - 1.6.4.2.9. Setting appropriate expectations.
  - 1.6.4.2.10. Parenting children with Autism and sensory disorders.
- 1.6.4.3. Child development topics to understand and provide for children's needs, which may include, but are not limited to:
  - 1.6.4.3.1. Secure attachments.
  - 1.6.4.3.2. Ongoing nurturing relationships.
  - 1.6.4.3.3. Physical protection and safety.
  - 1.6.4.3.4. Developmentally appropriate experiences.
  - 1.6.4.3.5. Setting limits.
  - 1.6.4.3.6. Providing structure.
  - 1.6.4.3.7. Parenting teenagers.
  - 1.6.4.3.8. Positive discipline strategies.
- 1.6.5. The Contractor must evaluate the progress of both parents and caregivers, as well as the performance of the programs and services provided.

**1.7. Staffing and Training**

- 1.7.1. The Contractor must ensure any staff who drive as part of their job duties maintain a valid driver's license.

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- 1.7.2. The Contractor must provide an adequate number of paraprofessional home visitors to implement the CFSS program, of which must be approved by the Department. Vacancies and changes to staffing must be communicated to the Department. Other positions that support CFSS service delivery may include, but are not limited to:
  - 1.7.2.1. Program Director.
  - 1.7.2.2. Program Manager.
  - 1.7.2.3. Supervisor.
  - 1.7.2.4. Family Resource Center Coordinator.
  - 1.7.2.5. Community Outreach Coordinator.
  - 1.7.2.6. Administrative support staff.
- 1.7.3. The Contractor must ensure paraprofessional home visitors possess:
  - 1.7.3.1. A high school diploma or equivalent.
  - 1.7.3.2. Experience providing services to families.
  - 1.7.3.3. Knowledge of child development.
- 1.7.4. The Contractor must ensure supervisors and program managers have:
  - 1.7.4.1. An associate degree with three (3) years of prior experience, at minimum, or.
  - 1.7.4.2. Appropriate lived and work experience to fulfill the duties of the position and written approval from the Department.
- 1.7.5. The Contractor must ensure staff are trained in:
  - 1.7.5.1. The principles of family support.
  - 1.7.5.2. Maternal and child health.
  - 1.7.5.3. The child welfare system with concentrations in service array.
  - 1.7.5.4. Working in multidisciplinary teams.
  - 1.7.5.5. Home visiting safety.
- 1.7.6. The Contractor must demonstrate on-going staff training and development in areas that include, but are not limited to:
  - 1.7.6.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community;
  - 1.7.6.2. Exercising empathy, with an understanding of family stressors, for parents and families receiving services; and
  - 1.7.6.3. Effective home visiting and reporting practices.

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- 1.7.7. The Contractor must ensure staff are provided with training in the CFSS program model before delivering service on a recurring basis. Training must comply with program specifications and requirements, including but not limited to:
  - 1.7.7.1. The Strengthening Families Framework.
  - 1.7.7.2. The Five Protective Factors.
  - 1.7.7.3. Period of PURPLE, Safe Sleep, Lead Poisoning Prevention.
  - 1.7.7.4. Maternal Depression Screening administration.
  - 1.7.7.5. Motivational Interviewing.
  - 1.7.7.6. Other training as identified by the Contractor and/or Department and formalized in a training plan to be submitted to the Department upon request.
- 1.7.8. The Contractor must ensure all staff and supervisors completing home visits are trained in one of the following curriculums within six (6) months of hire:
  - 1.7.8.1. Growing Great Kids.
  - 1.7.8.2. Parents as Teachers.
- 1.7.9. The Contractor must ensure all staff are trained in the Standards or Quality and complete recertification every two (2) years.
- 1.7.10. The Contractor must work with the Departments CQI specialist to track staff training annually and develop a staff training plan as needed.
- 1.7.11. The Contractor must collaborate with other early childhood and social service agencies to support training and coordination of services such as:
  - 1.7.11.1. NH EASY benefits application training.
  - 1.7.11.2. Bureau of Family Assistance (BFA) Overview training.
  - 1.7.11.3. Collection and entry of personally identifiable information (PII) for all participants served under this agreement into the Department's designated Family Support Data System.
  - 1.7.11.4. Positive behavior intervention and support frameworks such as the Pyramid Model.

**1.8. Relevant Laws, Policies and Guidelines**

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- 1.8.1. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.
- 1.8.2. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.8.3. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.8.3.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.8.3.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.8.3.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.8.4. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.8.5. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.8.6. The Contractor shall provide all forms developed for authorization for release of information to the Department shall prior to use.
- 1.8.7. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.

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1.8.8. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act, RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offenses, and RSA 130:A, Lead Paint Poisoning and Control.

**1.9. Reporting and Deliverable Requirements**

1.9.1. The Contractor must submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following each quarter-end date. A report template will be provided by the Department that will include, but are not limited to:

1.9.1.1. The progress in achieving the stated outcomes.

1.9.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.

1.9.1.3. Referral and engagement data.

1.9.2. The Contractor must submit an annual report to the Department no later than July 31st of each contract year, which must include, but is not limited to:

1.9.2.1. Program accomplishments and activities, in detail.

1.9.2.2. Recommendations for service development and outcomes.

1.9.2.3. Systemic barriers experienced.

1.9.2.4. Family satisfaction survey results.

1.9.3. The Contractor must collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements.

1.9.4. The Contractor must maintain a Family Service Record for enrolled CFSS participants, which must include, but is not limited to:

1.9.4.1. Participant names.

1.9.4.2. Participant DOBs.

1.9.4.3. Source of referral.

1.9.4.4. Referral information.

1.9.4.5. Release of information form.

1.9.4.6. Income.

1.9.4.7. Family assessment.

1.9.4.8. Child/Family services plan.

1.9.4.9. Case contact log.

1.9.4.10. Receipt of health care.

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- 1.9.4.11. Medicaid insurance information.
- 1.9.4.12. Linkages with prenatal/primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
- 1.9.4.13. Progress notes.
- 1.9.4.14. Childcare utilization and billing information.
- 1.9.4.15. Case closure report.
- 1.9.5. The Contractor must maintain a Family Service Record for Newborn Navigation participants, which must include, but is not limited to:
  - 1.9.5.1. Parent and Child Name.
  - 1.9.5.2. Parent and Child DOB.
  - 1.9.5.3. Residence.
  - 1.9.5.4. Parent and Child Ethnicity.
  - 1.9.5.5. Parent and Child Race.
  - 1.9.5.6. Language.
  - 1.9.5.7. Educational level.
  - 1.9.5.8. Digital resources (phone, cell, laptop).
  - 1.9.5.9. Income.
  - 1.9.5.10. Insurance.
  - 1.9.5.11. Employment.
  - 1.9.5.12. Prenatal and post-partum Healthcare access.
  - 1.9.5.13. Home visit and screening tools completed.
  - 1.9.5.14. Topics reviewed including, but not limited to:
    - 1.9.5.14.1. Maternal depression screening.
    - 1.9.5.14.2. Family Planning.
    - 1.9.5.14.3. Positive Parenting Practices.
    - 1.9.5.14.4. Breastfeeding/Lactation support.
    - 1.9.5.14.5. Nutrition.
    - 1.9.5.14.6. Child Health.
    - 1.9.5.14.7. Maternal health and self-care.
  - 1.9.5.15. Referrals made for service linkage including, but not limited to:

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- 1.9.5.15.1. Concrete Supports.
- 1.9.5.15.2. Childcare.
- 1.9.5.15.3. Healthcare access.
- 1.9.5.15.4. Community supports.
- 1.9.5.15.5. Home visiting programs and type.
- 1.9.5.15.6. Discharge date and reason.
- 1.9.5.15.7. Post survey completion.

1.9.6. The Contractor must ensure the records as identified in 1.9.4 and 1.9.5 are summarized and entered into the Quick Base in real-time.

**1.10. Performance Measures**

- 1.10.1. The Contractor must ensure consumer satisfaction data indicates a minimum of 80% favorable rating.
- 1.10.2. The Contractor, collaboratively with the Department, provides developmental screenings for children up to age six (6) years of age and participates in the Watch Me Grow Program, monitored through the Family Support Data System (FSDS), upon Department request.
- 1.10.3. The Contractor sustains 100% screening of maternal depression for post-partum individuals and is monitored through the Family Support Data System (FSDS).
- 1.10.4. The Contractor sustains 100% documentation and monitoring of Preventative Childcare referrals and authorizations in the Family Support Data System.
- 1.10.5. The Contractor, collaboratively with the Department, ensures evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations, monitored through the Family Support Data System and during monitoring site visits.
- 1.10.6. The Contractor actively and regularly collaborates with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 1.10.7. The Contractor tracks a range of performance improvement topics that include, but are not limited to:
  - 1.10.7.1. Increasing outreach to high-risk populations.
  - 1.10.7.2. Increasing the share of referred families who enroll in services.
  - 1.10.7.3. Increasing service completion dates.
  - 1.10.7.4. Evaluating long-term program outcomes including, but not limited to:

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

- 1.10.7.4.1. Increasing families' connections to community resources.
  - 1.10.7.4.2. Reducing child maltreatment investigations and substantiations.
  - 1.10.7.4.3. Improving the quality and safety of the home environment.
  - 1.10.7.4.4. Increasing positive parenting behaviors.
  - 1.10.7.4.5. Reducing parental anxiety and depression.
  - 1.10.7.4.6. Promoting use of high-quality childcare when non-parental care is desired.
- 1.10.8. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 1.10.9. The Contractor must collect and share data with the Department in a format specified by the Department, where applicable.

**1.11. Background Checks**

- 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure said individual has undergone:
- 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
  - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and
  - 1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

**1.12. Confidential Data**

- 1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.
- 1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements

Contractor Initials   *MT*

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

**1.13. Privacy Impact Assessment**

1.13.1. Upon request, the Contractor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the Contractor, if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the Contractor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

- 1.13.1.1. How PII is gathered and stored;
- 1.13.1.2. Who will have access to PII;
- 1.13.1.3. How PII will be used in the system;
- 1.13.1.4. How individual consent will be achieved and revoked; and
- 1.13.1.5. Privacy practices.

1.13.2. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing, or storage of PII.

**1.14. Department Owned Devices, Systems and Network Usage**

1.14.1. If Contractor End Users, defined in the Department's Information Security Requirements Exhibit that is incorporated into this Agreement, are authorized by the Department's Information Security Office to use a Department-issued device (e.g. computer, tablet, mobile telephone) or access the Department network in the fulfilment of this Agreement, each End User must:

- 1.14.1.1. Sign and abide by applicable Department and New Hampshire Department of Information Technology (NH DoIT) use agreements, policies, standards, procedures and guidelines, and complete applicable trainings as required;
- 1.14.1.2. Use the information that they have permission to access solely for conducting official Department business and agree that all other use or access is strictly forbidden including, but not limited, to personal or other private and non-Department use, and that at no time shall they access or attempt to access information without having the express authority of the Department to do so;
- 1.14.1.3. Not access or attempt to access information in a manner inconsistent with the approved policies, procedures, and/or agreement relating to

Contractor Initials MT

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

system entry/access;

- 1.14.1.4. Not copy, share, distribute, sub-license, modify, reverse engineer, rent, or sell software licensed, developed, or being evaluated by the Department, and at all times must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department;
- 1.14.1.5. Only use equipment, software, or subscription(s) authorized by the Department's Information Security Office or designee;
- 1.14.1.6. Not install non-standard software on any Department equipment unless authorized by the Department's Information Security Office or designee;
- 1.14.1.7. Agree that email and other electronic communication messages created, sent, and received on a Department-issued email system are the property of the Department of New Hampshire and to be used for business purposes only. Email is defined as "internal email systems" or "Department-funded email systems."
- 1.14.1.8. Agree that use of email must follow Department and NH DoIT policies, standards, and/or guidelines; and
- 1.14.1.9. Agree when utilizing the Department's email system:
  - 1.14.1.9.1. To only use a Department email address assigned to them with a "@ affiliate.DHHS.NH.Gov".
  - 1.14.1.9.2. Include in the signature lines information identifying the End User as a non-Department workforce member; and
  - 1.14.1.9.3. Ensure the following confidentiality notice is embedded underneath the signature line:

CONFIDENTIALITY NOTICE: "This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation."
- 1.14.1.10. Contractor End Users with a Department issued email, access, or potential access to Confidential Data, and/or a workspace in a Department building/facility, must:
  - 1.14.1.10.1. Complete the Department's Annual Information Security & Compliance Awareness Training prior to accessing,

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

viewing, handling, hearing, or transmitting Department Data or Confidential Data.

1.14.1.10.2. Sign the Department's Business Use and Confidentiality Agreement and Asset Use Agreement, and the NH DoIT Department wide Computer Use Agreement upon execution of the Agreement and annually thereafter.

1.14.1.10.3. Only access the Department's intranet to view the Department's Policies and Procedures and Information Security webpages.

1.14.1.11. Contractor agrees, if any End User is found to be in violation of any of the above terms and conditions, said End User may face removal from the Agreement, and/or criminal and/or civil prosecution, if the act constitutes a violation of law.

1.14.1.12. Contractor agrees to notify the Department a minimum of three business days prior to any upcoming transfers or terminations of End Users who possess Department credentials and/or badges or who have system privileges. If End Users who possess Department credentials and/or badges or who have system privileges resign or are dismissed without advance notice, the Contractor agrees to notify the Department's Information Security Office or designee immediately.

**1.14.2. Workspace Requirement**

1.14.2.1. If applicable, the Department will work with Contractor to determine requirements for providing necessary workspace and State equipment for its End Users.

**1.15. Contract End of Life Transition Services**

**1.15.1. General Requirements**

1.15.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient". Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

- 1.15.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.15.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.15.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.15.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information Security Requirements, and if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 1.15.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

**1.15.2. Completion of Transition Services**

- 1.15.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

1.15.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of the Department's Information Security Requirements Exhibit.

**1.15.3. Disagreement over Transition Services Results**

1.15.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, in writing, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Agreement.

**2. Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3. Additional Terms**

**3.1. Impacts Resulting from Court Orders or Legislative Changes**

3.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**3.2. Culturally and Linguistically Appropriate Services (CLAS)**

3.2.1. The Contractor must submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**3.3. Credits and Copyright Ownership**

3.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this

**New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services**



**EXHIBIT B – AMENDMENT 2**

(report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

- 3.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution, or use.
- 3.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 3.3.3.1. Brochures.
  - 3.3.3.2. Resource directories.
  - 3.3.3.3. Protocols or guidelines.
  - 3.3.3.4. Posters.
  - 3.3.3.5. Reports.
- 3.3.4. The Contractor must not reproduce any materials produced under the contract without prior written approval from the Department.

**4. Records**

- 4.1. The Contractor must keep records that include, but are not limited to:
  - 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 4.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 4.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 4.1.4. Medical records on each patient/recipient of services.

Contractor Initials DS  
Blt

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



**EXHIBIT B – AMENDMENT 2**

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4.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts, and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

**Exhibit C-5, Budget - Amendment #2**

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Waypoint (Southern District)		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2024 - 06/30/2025 (SFY 2025).		
<b>Indirect Cost Rate (if applicable):</b> 0.173997142		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$195,798	\$0
2. Fringe Benefits	\$85,290	\$0
3. Consultants	\$6,250	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$10	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$950	\$0
6. Travel	\$4,500	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$250	\$0
8. (b) Other - Education and Training	\$7,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other Occupancy	\$15,080	\$0
Other Telephone	\$4,250	\$0
Other Postage	\$175	\$0
Other Org Dues	\$750	\$0
Other Insurance	\$1,800	\$0
Other Purchased Services / In-Kind Dc	\$0	\$9,851
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$322,603</b>	<b>\$9,851</b>
<b>Total Indirect Costs</b>	<b>\$56,132</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$378,735</b>	<b>\$9,851</b>

Contractor: DS  
BLT

## Exhibit C-6, Budget - Amendment #2

New Hampshire Department of Health and Human Services		
<b>Contractor Name:</b> Waypoint (Southern District)		
<b>Budget Request for:</b> Comprehensive Family Support Services		
<b>Budget Period:</b> 7/1/2025 - 06/30/2026, (SFY 2026)		
<b>Indirect Cost Rate (if applicable):</b> 0.174001019		
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match
1. Salary & Wages	\$203,434	\$0
2. Fringe Benefits	\$88,616	\$0
3. Consultants	\$6,250	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0	\$0
5.(a) Supplies - Educational	\$10	\$0
5.(b) Supplies - Lab	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0
5.(e) Supplies Office	\$950	\$0
6. Travel	\$4,500	\$0
7. Software	\$0	\$0
8. (a) Other - Marketing/ Communications	\$250	\$0
8. (b) Other - Education and Training	\$7,500	\$0
8. (c) Other - Other (specify below)	\$0	\$0
Other Occupancy	\$15,105	\$0
Other Telephone	\$4,250	\$0
Other Postage	\$175	\$0
Other Org Dues	\$750	\$0
Other Insurance	\$1,800	\$0
Other Purchased Services / In-Kind D	\$0	\$9,851
9. Subrecipient Contracts	\$0	\$0
<b>Total Direct Costs</b>	<b>\$333,590</b>	<b>\$9,851</b>
<b>Total Indirect Costs</b>	<b>\$58,045</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$391,635</b>	<b>\$9,851</b>

Contractor:

Date: 5/28/2024

# 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 WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. 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: 62585

Certificate Number: 0006363884



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of December A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan  
Secretary of State

**WAYPOINT**

Help Along the Way

Formerly

**CHILD AND FAMILY SERVICES**

**CERTIFICATE OF VOTE**

I, MARK C. ROUVALIS, Board Chair, do hereby certify that:

1. I am a duly elected Officer of WAYPOINT.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Agency duly held on 12/4/18:

**RESOLVED:** That this corporation enters into a contract with the State of New Hampshire, and any of its Agencies or Departments.

**RESOLVED:** That the PRESIDENT AND CEO is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

BORJA ALVAREZ DE TOLEDO is the duly elected PRESIDENT/CEO of the Agency.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Date

5/24/24

Mark C. Rouvalis





**WAYPOINT**

Help Along the Way

Formerly  
**CHILD AND FAMILY SERVICES**

MISSION STATEMENT:

**Empowering people of all ages through an array of human services and advocacy**



**HEADQUARTERS**

toll free (800) 640.6486  
office (603) 518.4000  
fax (603) 668.6260

464 Chestnut Street  
PO Box 448  
Manchester, NH 03105  
waypointnh.org

**WAYPOINT**

**CONSOLIDATED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED DECEMBER 31, 2023**



**WAYPOINT**

**Help Along the Way**

# WAYPOINT

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
Waypoint

### Report on the Audit of the Consolidated Financial Statements

#### *Opinion*

We have audited the consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of Waypoint as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Waypoint and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Waypoint's ability to continue as a going concern for one year after the date that the consolidated financial statements are available to be issued.

### ***Auditors' Responsibilities for the Audit of the Consolidated Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Waypoint's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Waypoint's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2023 and 2022 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards

generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

***Report on Summarized Comparative Information***

The consolidated financial statements of Waypoint as of and for the year ended December 31, 2022, were audited by Melanson, whose report dated May 10, 2023 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2024 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

*Marcum LLP*

Merrimack, NH  
May 20, 2024

## WAYPOINT

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2023

*(with comparative totals as of December 31, 2022)*

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	\$ 5,649,783	\$ --	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	--	70,644	76,756
Accounts receivable, net of allowance for credit losses of \$11,667 and \$300	1,141,771	--	1,141,771	801,732
Grants receivable	1,649,265	--	1,649,265	1,274,880
Contributions receivable	88,258	--	88,258	--
Prepaid expenses	198,073	--	198,073	587,001
<b>Total Current Assets</b>	<b>8,797,794</b>	<b>--</b>	<b>8,797,794</b>	<b>3,452,814</b>
<b>Noncurrent Assets</b>				
Investments	16,966,133	4,428,622	21,394,755	18,568,769
Beneficial interest held in trusts	--	2,165,143	2,165,143	2,020,741
Property and equipment, net	9,675,555	--	9,675,555	10,105,143
Operating right-of-use assets, net	293,239	--	293,239	334,034
<b>Total Noncurrent Assets</b>	<b>26,934,927</b>	<b>6,593,765</b>	<b>33,528,692</b>	<b>31,028,687</b>
<b>Total Assets</b>	<b>\$ 35,732,721</b>	<b>\$ 6,593,765</b>	<b>\$ 42,326,486</b>	<b>\$ 34,481,501</b>
<b>Liabilities and Net Assets</b>				
<b>Current Liabilities</b>				
Accounts payable	\$ 185,519	\$ --	\$ 185,519	\$ 246,312
Accrued payroll and related liabilities	713,461	--	713,461	891,489
Other liabilities	58,649	--	58,649	205,887
Current portion of bonds payable	180,000	--	180,000	175,000
Current portion of operating lease liabilities	172,933	--	172,933	175,381
Refundable advances	316,902	--	316,902	443,742
<b>Total Current Liabilities</b>	<b>1,627,464</b>	<b>--</b>	<b>1,627,464</b>	<b>2,137,811</b>
<b>Noncurrent Liabilities</b>				
Bonds payable, net of current portion	3,175,167	--	3,175,167	3,355,167
Operating lease liabilities, net of current portion	124,897	--	124,897	160,212
Deferred loans - NHHFA	1,250,000	--	1,250,000	1,250,000
Interest rate swap agreements	380,838	--	380,838	399,935
<b>Total Noncurrent Liabilities</b>	<b>4,930,902</b>	<b>--</b>	<b>4,930,902</b>	<b>5,165,314</b>
<b>Total Liabilities</b>	<b>6,558,366</b>	<b>--</b>	<b>6,558,366</b>	<b>7,303,125</b>
<b>Net Assets</b>				
Without donor restrictions	29,174,355	--	29,174,355	21,485,716
With donor restrictions	--	6,593,765	6,593,765	5,692,660
<b>Total Net Assets</b>	<b>29,174,355</b>	<b>6,593,765</b>	<b>35,768,120</b>	<b>27,178,376</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 35,732,721</b>	<b>\$ 6,593,765</b>	<b>\$ 42,326,486</b>	<b>\$ 34,481,501</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with summarized comparative totals for the year ended December 31, 2022)*

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
<b>Support and Revenue</b>				
Support:				
Government grants	\$ 8,404,728	\$ 1,207,675	\$ 9,612,403	\$ 9,800,690
Contributions	1,387,432	2,331,849	3,719,281	2,840,961
In-kind contributions	77,736	--	77,736	48,536
Special events:				
Gross revenue	22,449	415,806	438,255	616,955
Less cost of direct benefit to donors	(120,158)	--	(120,158)	(153,690)
Net special events revenue	(97,709)	415,806	318,097	463,265
Revenue:				
Service fees, net	8,084,807	--	8,084,807	6,200,380
Rental income	15,641	--	15,641	--
Other income	119,368	--	119,368	40,684
Net Assets Released From Restrictions:				
Program releases	3,538,472	(3,538,472)	--	--
Endowment releases	80,643	(80,643)	--	--
Endowment Transfer to Support Operations	868,594	--	868,594	842,559
<b>Total Support and Revenue</b>	<b>22,479,712</b>	<b>336,215</b>	<b>22,815,927</b>	<b>20,237,075</b>
<b>Operating Expenses</b>				
Program services	17,015,721	--	17,015,721	15,261,737
Management and general	3,382,989	--	3,382,989	2,816,820
Fundraising	465,528	--	465,528	795,129
<b>Total Operating Expenses</b>	<b>20,864,238</b>	<b>--</b>	<b>20,864,238</b>	<b>18,873,686</b>
<b>Change in Net Assets From Operations</b>	<b>1,615,474</b>	<b>336,215</b>	<b>1,951,689</b>	<b>1,363,389</b>
<b>Nonoperating Activities</b>				
Investment income (loss), net	2,573,760	420,488	2,994,248	(4,096,650)
Unrealized gain on interest rate swap	19,097	--	19,097	593,622
(Loss) gain on the sale of asset	(4,136)	--	(4,136)	241,592
Change in beneficial interest	--	144,402	144,402	(413,854)
Interest income	297,174	--	297,174	4,744
Endowment transfer to support operations	(868,594)	--	(868,594)	(842,559)
Employee retention tax credit, net	4,055,864	--	4,055,864	--
Transfer of assets from Richie McFarland Children's Center	--	--	--	2,521,803
<b>Total Nonoperating Activities</b>	<b>6,073,165</b>	<b>564,890</b>	<b>6,638,055</b>	<b>(1,991,302)</b>
<b>Change in Net Assets</b>	<b>7,688,639</b>	<b>901,105</b>	<b>8,589,744</b>	<b>(627,913)</b>
<b>Net Assets, Beginning of Year</b>	<b>21,485,716</b>	<b>5,692,660</b>	<b>27,178,376</b>	<b>27,806,289</b>
<b>Net Assets, End of Year</b>	<b>\$ 29,174,355</b>	<b>\$ 6,593,765</b>	<b>\$ 35,768,120</b>	<b>\$ 27,178,376</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with summarized comparative totals for the year ended December 31, 2022)*

	2023			2023 Total	2022 Total
	Program Services	Management and General	Fundraising		
Personnel expense:					
Salaries and wages	\$ 9,649,650	\$ 1,634,614	\$ 309,418	\$ 11,593,682	\$ 10,719,413
Employee benefits	1,723,526	176,591	37,744	1,937,861	1,525,300
Retirement plan	119,524	35,604	5,325	160,453	121,399
Payroll taxes and other	990,399	127,664	23,934	1,141,997	1,026,086
Subtotal personnel expense	12,483,099	1,974,473	376,421	14,833,993	13,392,198
Professional fees:					
Accounting	75	45,570	--	45,645	51,130
Legal	6,784	70,873	--	77,657	18,661
Contracted services	418,189	406,788	52,603	877,580	1,179,448
Subtotal professional fees	425,048	523,231	52,603	1,000,882	1,249,239
Assistance to individuals	1,300,225	551	45,000	1,345,776	1,150,805
Communications	191,563	47,124	6,242	244,929	230,090
Conferences, conventions, meetings, and trainings	125,001	39,610	8,667	173,278	185,314
Depreciation	369,348	198,363	6,964	574,675	499,935
Insurance	118,173	63,652	2,282	184,107	97,877
Interest	286,008	40,704	5,449	332,161	251,392
Membership dues	29,654	16,084	--	45,738	56,711
Miscellaneous	52,471	113,285	5,414	171,170	81,163
Occupancy	827,313	70,603	12,193	910,109	799,844
Printing and publications	14,402	48,572	59,996	122,970	126,413
Equipment rental and maintenance	188,633	212,005	1,127	401,765	341,559
Supplies	149,564	12,586	2,190	164,340	159,595
Travel	455,219	22,146	1,138	478,503	405,241
<b>Total Expenses By Function</b>	<b>17,015,721</b>	<b>3,382,989</b>	<b>585,686</b>	<b>20,984,396</b>	<b>19,027,376</b>
Less expenses included on the Statement of Activities:					
Cost of direct benefits to donors	--	--	(120,158)	(120,158)	(153,690)
<b>Total Expenses Reported on the Statement of Activities</b>	<b>\$ 17,015,721</b>	<b>\$ 3,382,989</b>	<b>\$ 465,528</b>	<b>\$ 20,864,238</b>	<b>\$ 18,873,686</b>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

## CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2023

*(with comparative totals for the year ended December 31, 2022)*

	2023	2022
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ 8,589,744	\$ (627,913)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	574,675	499,935
Disposals of fixed assets	36,625	242,906
Amortization of operating right-of-use assets	212,581	173,740
Contributions restricted for endowment	(34,963)	(71,249)
Donation of closely held securities	(750,000)	--
Realized gain on investments	(308,748)	(171,631)
Unrealized (gain) loss on investments	(2,155,130)	4,768,167
Change in beneficial interest in trusts	(144,402)	413,854
Change in interest rate swap	(19,097)	(593,622)
RMCC fixed assets and beneficial interest	--	(1,332,247)
Changes in operating assets and liabilities:		
Accounts receivable	(340,039)	(151,075)
Grants receivable	(374,385)	(635,646)
Contributions receivable	(88,258)	--
Prepaid expenses	388,928	(275,337)
Accounts payable	(60,793)	(44,066)
Accrued payroll and related liabilities	(178,028)	292,661
Other liabilities	(147,238)	142,188
Refundable advances	(126,840)	(217,195)
Operating lease liabilities	(209,548)	(172,182)
<b>Net Cash Provided by Operating Activities</b>	<u>4,865,084</u>	<u>2,241,288</u>
<b>Cash Flows from Investing Activities</b>		
Purchases of investments	(561,345)	(571,135)
Proceeds from sale of investments	949,237	932,262
Purchase of fixed assets	(181,713)	(3,070,755)
<b>Net Cash Provided by (Used in) Investing Activities</b>	<u>206,179</u>	<u>(2,709,628)</u>
<b>Cash Flows from Financing Activities</b>		
Contributions restricted for endowment	34,963	71,249
Proceeds from line of credit	5,505,906	--
Principal payments on line of credit	(5,505,906)	--
Payment of long-term debt	(175,000)	(224,833)
<b>Net Cash Used in Financing Activities</b>	<u>(140,037)</u>	<u>(153,584)</u>
<b>Net Change in Cash and Cash Equivalents and Restricted Cash</b>	4,931,226	(621,924)
<b>Cash and Cash Equivalents, and Restricted Cash, Beginning of Year</b>	789,201	1,411,125
<b>Cash and Cash Equivalents, and Restricted Cash, End of Year</b>	<u>\$ 5,720,427</u>	<u>\$ 789,201</u>
<b>Supplemental Disclosure of Cash Flow Information:</b>		
Cash paid during the year for interest	<u>\$ 332,161</u>	<u>\$ 251,392</u>
<b>Supplemental Disclosure of Non-cash Investing Activity:</b>		
RMCC fixed assets and beneficial interest	<u>\$ --</u>	<u>\$ 1,332,247</u>
<b>As reported in the Consolidated Statement of Financial Position, cash balance consists of:</b>		
Cash and cash equivalents	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	76,756
<b>Total Cash, Cash Equivalents, and Restricted Cash</b>	<u>\$ 5,720,427</u>	<u>\$ 789,201</u>

*The accompanying notes are an integral part of these consolidated financial statements.*

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 1 - ORGANIZATION

Waypoint (the Organization) is a nonprofit organization, founded in 1850, with a mission to empower people of all ages through an array of human services and advocacy. Waypoint adheres to the highest standards of practice and is the only organization in New Hampshire to be accredited by the Council on Accreditation.

Waypoint has historically been the first service provider to respond to the state's most pressing needs – responding to child labor of the 1900s, child abuse in the 1940s, the spike in youth homelessness in the 1960s, human trafficking in the 2010s, and continues that trend today. Each year we serve an average of 7,500 individuals, children, and families across New Hampshire. Nearly 90% of our clients live in poverty or with very low incomes.

These services span the life cycle from prenatal to seniors, and fall under four core care areas:

#### *FAMILY PRESERVATION AND STRENGTHENING*

Intensive home-based programs in partnership with the Division of Children, Youth, and Families to restore positive family functioning for youth and families involved with the child welfare and juvenile justice systems as well as voluntary services for families that are at risk to stabilize families. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs. Waypoint empowers families with the skills and resources they need to provide for their children and become self-sufficient.

#### *EARLY CHILDHOOD AND FAMILY SUPPORT*

Education and support to improve parenting, strengthen families, prevent child abuse, and neglect, and ensure the healthy development of children are provided in homes and through Family Resource Centers throughout New Hampshire. This includes home visiting services that support families and support and therapy for infants and toddlers with, or at-risk of, developmental disabilities and delays. Waypoint also operates a childcare center (the Children's Place and Parent Education Center) providing a unique combination of educational and family support. Young children starting life at a disadvantage receive critical services to ensure a good beginning and to optimize their chances for life-long success.

## WAYPOINT

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

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#### NOTE 1 - ORGANIZATION (CONTINUED)

##### *HOMELESS YOUTH AND YOUNG ADULTS*

A continuum of care designed to support youth and young adults (12-25) in exiting homelessness and finding long-term independence and stability. Services feature street-based outreach, basic needs fulfillment at drop-in centers, crisis intervention, educational and vocational advocacy, housing, and case management. Waypoint operates the only low-barrier emergency shelter specifically for adults aged 18-24 who are experiencing or are at-risk of homelessness.

##### *HEMOCARE*

In-home support for seniors and adults with disabilities so they can maintain their independence safely in their community, and family-strengthening support and resources, for children with chronic health condition and their families. Waypoint provides services delivered by personal care service providers, nurses, and LNAs in homes that help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, and help with daily tasks.

Waypoint provides additional support for children, families, and individuals through a strong advocacy program, established in 1971. The combination of advocacy and direct service practice uniquely positions Waypoint to serve the best interests of New Hampshire children.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies used in preparing and presenting the accompanying consolidated financial statements.

##### *BASIS OF FINANCIAL STATEMENT PRESENTATION*

The consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***CHANGE IN ACCOUNTING PRINCIPLE***

***ASC 326, Current Expected Credit Losses***

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 326, *Current Expected Credit Losses*, which changed how entities will measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Organization that are subject to the guidance in FASB ASC 326 are trade accounts receivable.

The Organization adopted the standard effective January 1, 2023. The impact of the adoption was not considered material to the consolidated financial statements and primarily resulted in new/enhanced disclosures only.

***PRINCIPLES OF CONSOLIDATION***

The consolidated financial statements include Waypoint and Child and Family Realty Corporation, commonly controlled organizations. All inter-organization transactions have been eliminated. Unless otherwise noted, these consolidated entities are hereinafter referred to as "the Organization".

***COMPARATIVE FINANCIAL INFORMATION***

The accompanying consolidated 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 GAAP. Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2022, from which the summarized information was derived.

***CASH AND CASH EQUIVALENTS***

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***ACCOUNTS RECEIVABLE AND CREDIT POLICIES***

At the end of each reporting period, the Organization estimates the current expected credit loss (CECL) per ASC 326. The Organization utilizes the loss rate methodology to determine historical credit losses. The loss rate method estimate is derived from a review of the Organization's historical write-offs as a percentage of average accounts receivable. The estimate is adjusted for management's assessment of current conditions, reasonable and supportable forecasts regarding future events, and any other factors deemed relevant. The Organization believes historical loss information is a reasonable starting point for calculating the expected allowance for credit losses, as the Organization's programs have remained consistent since inception. Based on economic indicators, including 2023 and general overall economic conditions, the Organization is not anticipating a change in the historical credit loss rate from what it has been in the past.

***GRANTS RECEIVABLE***

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

***CONTRIBUTIONS RECEIVABLE***

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectible contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions are written off when deemed uncollectable. Management has determined that no allowance is necessary.

**WAYPOINT**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***INVESTMENTS***

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair value in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts, and taking into consideration donor restrictions related to the treatment of investment earnings.

***BENEFICIAL INTEREST HELD IN TRUSTS***

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in trusts is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from trust assets are restricted as to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

***PROPERTY AND EQUIPMENT, NET***

Property and equipment additions over \$5,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Assets not in service are not depreciated.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2023 or 2022.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***LEASES***

The Organization is a lessee in several noncancellable operating leases, for office space and equipment. The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets. The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

***INTEREST RATE SWAP***

An interest rate swap is utilized to mitigate interest rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

WAYPOINT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*NET ASSETS*

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions.

*Net Assets Without Donor Restrictions*

Net assets without donor restrictions are net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated, from net assets without donor restrictions, net assets for a Board-designated endowment.

*Net Assets With Donor Restrictions*

Net assets with donor restrictions are net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, as net assets without donor restrictions.

*REVENUE RECOGNITION*

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Consolidated Statement of Financial Position.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***REVENUE RECOGNITION (CONTINUED)***

The Organization recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give—that is, those with a measurable performance or other barrier and a right of return—are not recognized until the conditions on which they depend have been met.

The Organization records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place.

Revenues derived from providing program services are recognized as the services are provided. Program service fees paid in advance are deferred to the period to which they relate. All other amounts paid in advance are deferred to the period in which the underlying event or rental takes place. Due to the nature and timing of the performance and/or transfer of services, certain contract liabilities at December 31 of each year are recognized in the following year.

***DONATED SERVICES AND IN-KIND CONTRIBUTIONS***

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by GAAP. GAAP allows recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Donated professional services are recorded at the respective fair value of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

***ADVERTISING COSTS***

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***FUNCTIONAL ALLOCATION OF EXPENSES***

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function.

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salary and benefits, which are allocated based on time and effort estimates, and occupancy costs and depreciation which are allocated based on personnel count at the location.

***MEASURE OF OPERATIONS***

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Nonoperating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps, and employee retention tax credit net of applicable expenses.

***INCOME TAXES***

Waypoint has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the IRC as an organization described in Section 501(c)(25).

Each entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, each is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***INCOME TAXES (CONTINUED)***

The Organization accounts for uncertain tax provisions under FASB ASC 740, *Income Taxes*, which provides a framework for how entities should recognize, measure, present, and disclose uncertain tax positions in their financial statements. The Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by the taxing authorities, based on the technical merits of the position. Management has reviewed the Organization's reporting and believes they have not taken tax positions that are more likely than not to be determined to be incorrect by the IRS and, therefore, no adjustments or disclosures are required. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods pending or in progress.

***ESTIMATES***

The preparation of consolidated financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

***FINANCIAL INSTRUMENTS AND CREDIT RISK***

Deposit concentration risk is managed by placing cash deposits with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair value of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***FAIR VALUE MEASUREMENTS AND DISCLOSURES***

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety at the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset or liability within the hierarchy is based upon the pricing transparency of the asset or liability and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**NOTE 3 - LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Consolidated Statement of Financial Position, were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Financial assets at year end:		
Cash and cash equivalents	\$ 5,649,783	\$ 712,445
Restricted cash	70,644	76,756
Accounts receivable	1,141,771	801,732
Grants receivable	1,649,265	1,274,880
Contributions receivable	88,258	--
Investments	21,394,755	18,568,769
Beneficial interest held in trusts	2,165,143	2,020,741
<b>Total financial assets</b>	<b>32,159,619</b>	<b>23,455,323</b>
Less amounts not available to be used within one year:		
Restricted cash not available for general expenditure	70,644	76,756
Net assets with donor restrictions	6,593,765	5,692,660
Less:		
Net assets with purpose restrictions to be met in less than a year	(1,515,563)	(1,133,668)
Donor-restricted endowment subject to spending policy rate and appropriation	(73,998)	(73,998)
Closely held securities	750,000	--
Board-designated - ERTC funds	4,261,566	--
Board-designated endowment	16,173,416	14,896,850
Less:		
Board-designated endowment annual spending policy rate and appropriation	(899,141)	(868,594)
<b>Total amounts not available to be used within one year</b>	<b>25,360,689</b>	<b>18,590,006</b>
<b>Financial assets available to meet general expenditures over the next year</b>	<b>\$ 6,798,930</b>	<b>\$ 4,865,317</b>

Endowment funds consist of donor-restricted endowments and funds designated by the Board to function as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 3 - LIQUIDITY AND AVAILABILITY (CONTINUED)**

The Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from the Board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a \$1,500,000 revolving line of credit available to meet cash flow needs.

**NOTE 4 - INVESTMENTS**

Investments measured at fair value on a recurring basis, consisted of the following at December 31, 2023 and 2022:

	2023	2022	Fair Value Hierarchy
Mutual funds	\$ 20,644,755	\$ 18,568,769	Level 1
Closely held securities	<u>750,000</u>	<u>--</u>	Level 3
Total	<u>\$ 21,394,755</u>	<u>\$ 18,568,769</u>	

During 2023 and 2022, the Organization recognized \$2,463,878 and \$(4,596,536), respectively, of net gains and (losses) on investments. Of those amounts, \$2,155,130 and \$(4,768,167) were recognized as unrealized gains and (losses) on investments of equity securities held at December 31, 2023 and 2022, respectively.

Under the terms of the Organization's line of credit agreement (Note 7), the Organization has agreed not to pledge the mutual funds as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income from mutual fund investments for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees is a percentage of the average total endowment value over the previous 12 quarters, with a 1% contingency margin with Board approval. In 2023 and 2022, the approved rate was 5.00%.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 5 - BENEFICIAL INTEREST HELD IN TRUSTS**

The Organization is the sole beneficiary of four funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending camp and for capital improvements to the camp, and to support the Early Supports and Services program based in the Stratham office. The fund's resolutions provide that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2023 and 2022, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was \$1,245,254 and \$1,152,876, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

Trust	Percentage Interest	2023	2022
Greenleaf	100%	\$ 353,987	\$ 335,096
Spaulding	100%	324,126	300,889
Cogswell	50%	<u>241,776</u>	<u>231,880</u>
Total		<u>\$ 919,889</u>	<u>\$ 867,865</u>

Beneficial interest held in trusts is reported at fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 6 - PROPERTY AND EQUIPMENT, NET**

Property and equipment, net was comprised of the following at December 31, 2023 and 2022:

	2023	2022
Land and land improvements	\$ 958,884	\$ 958,884
Buildings and improvements	11,072,089	10,995,856
Furniture, fixtures, and equipment	657,629	962,064
Vehicles	68,761	68,761
Software	465,730	503,924
Construction in progress	82,075	15,220
Assets held for sale (Camp Spaulding)	<u>2,069,677</u>	<u>2,069,667</u>
Subtotal	15,374,845	15,574,376
Less accumulated depreciation	<u>(5,699,290)</u>	<u>(5,469,233)</u>
Total	<u>\$ 9,675,555</u>	<u>\$ 10,105,143</u>

In March 2023, the Organization entered into a purchase and sales agreement to sell the Camp Spaulding asset held for sale. The sale is expected to close in 2024.

**NOTE 7 - LINE OF CREDIT**

The Organization has a \$1,500,000 revolving line of credit agreement with a bank, which is payable on demand. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (8.5% at December 31, 2023), adjusted daily. At December 31, 2023 and 2022, there was no outstanding balance on this line of credit.

**NOTE 8 - BONDS PAYABLE**

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold \$5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a rate of interest per annum equal to the product of (a) .68 multiplied by (b) the sum of Term SOFR, plus 2.75%".

**WAYPOINT****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 8 - BONDS PAYABLE (CONTINUED)**

Counterparty payments to the Organization were intended to offset the Organization's payments of variable rate interest to bondholders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization's interest payments. As a result, the cost of the interest rate swap for 2023 and 2022 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2023 and 2022, the Organization recorded the swap liability position of \$380,838 and \$399,935, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the term secured overnight financing rate (SOFR) plus 275 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2023 and 2022, the Organization was in compliance with these covenants.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 8 - BONDS PAYABLE (CONTINUED)**

The following is a summary of future payments on the previously mentioned bonds payable:

Year	Amount
2024	\$ 180,000
2025	195,000
2026	200,000
2027	205,000
2028	220,000
Thereafter	<u>2,355,167</u>
Total	<u>\$ 3,355,167</u>

**NOTE 9 - LEASES**

The Organization rents property and equipment under non-cancelable operating lease agreements with monthly payments ranging from \$1,430 to \$4,500. The leases expire at various dates through May 2026.

While all agreements provide minimum lease payments, some include payments adjusted for inflation or variable common area maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreements do not include any material residual value guarantees or restrictive covenants.

The components of operating lease expense that are included in the Statement of Activities for the years ended December 31, 2023 and 2022 were as follows:

	2023	2022
Fixed lease cost	\$ 213,799	\$ 176,300
Variable lease cost	38,797	57,396
Short-term lease cost	<u>--</u>	<u>14,000</u>
Total lease cost	<u>\$ 252,596</u>	<u>\$ 247,696</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 9 - LEASES (CONTINUED)**

During the years ended December 31, 2023 and 2022, the Organization had the following cash and non-cash activities related to operating leases:

	2023	2022
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows for operating leases	\$ 213,799	\$ 176,600
Non-cash investing and financing activities:		
Lease assets obtained in exchange for lease liabilities:		
Operating leases	\$ 168,666	\$ 507,774

Weighted average lease term and discount rate at December 31, 2023 and 2022, were as follows:

	2023	2022
Weighted average remaining lease term (years)	1.86	2.14
Weighted average discount rate	1.36%	1.04%

Future payments due under operating leases as of December 31, 2023, were as follows for the years ending December 31:

Year	Amount
2024	\$ 175,923
2025	102,400
2026	23,750
Total lease payments	302,073
Less imputed interest	4,243
Present value of lease liabilities	\$ 297,830

**NOTE 10 - REFUNDABLE ADVANCES**

Refundable advances totaling \$316,902 and \$443,742 at December 31, 2023 and 2022, respectively, primarily include grant funds received in advance from the New Hampshire Department of Health and Human Services for community-based voluntary services and American Rescue Plan Act funds. Revenues will be recognized as the conditions of the grants are met.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 11 - DEFERRED LOANS – NHHFA**

Deferred loans at December 31, 2023 and 2022 were comprised of the following:

Note payable to the New Hampshire Housing and Finance Authority (NHHFA) dated June 7, 2005. The face amount of the note is \$550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire. In line with the regulatory agreement related to the note payable, the Organization has remitted to NHHFA funds to establish an operating and replacement reserve. The balance of this reserve is reported as restricted cash on the Consolidated Statement of Financial Position. The restricted cash balance related to this note as of December 31, 2023 and 2022 totaled \$30,255 and \$33,336, respectively.

Note payable to the NHHFA dated May 22, 2007. The face amount of the note is \$700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire. In line with the regulatory agreement related to the note payable, the Organization has remitted to NHHFA funds to establish an operating and replacement reserve. The balance of this reserve is reported as restricted cash on the Consolidated Statement of Financial Position. The restricted cash balance as of December 31, 2023 and 2022 related to this note totaled \$40,389 and \$43,420, respectively.

**NOTE 12 - ENDOWMENT FUNDS**

***TYPES OF FUNDS***

The Organization's endowment consists of various individual funds established for a variety of purposes. The endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

***Board-Designated Endowment***

As of December 31, 2023 and 2022, the Board of Trustees had designated \$16,173,416 and \$14,896,850, respectively, of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)**

*TYPES OF FUNDS (CONTINUED)*

*Donor-Designated Endowments*

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

*FUNDS WITH DEFICIENCIES*

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund, and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2023 or 2022.

*INVESTMENT POLICY*

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from endowment funds in support of current operations is expected to remain a constant percentage of the endowment funds, adjusted for new gifts to the endowment fund.

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 12 - ENDOWMENT FUNDS (CONTINUED)

*INVESTMENT POLICY (CONTINUED)*

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

*SPENDING POLICY*

The Organization's spending policy rate is a percentage of the average total endowment value over the trailing 12 quarters with a 1% contingency margin with Board approval. This includes interest and dividends paid out to the Organization. In 2023 and 2022, the approved rate was 5.00%.

*CHANGES IN ENDOWMENT NET ASSETS*

The net asset composition of endowment net assets as of December 31, 2023 and changes in endowment net assets for the year ended December 31, 2023 were as follows:

	Without Donor Restrictions	With Donor Restrictions			Total	Total Endowment Net Assets
		Purpose Restricted	Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 14,896,850	\$ 1,133,668	\$ 788,401	\$ 1,749,850	\$ 3,671,919	\$ 18,568,769
Contributions	--	--	--	34,963	34,963	34,963
Appropriations from endowment	(868,594)	--	(80,643)	--	(80,643)	(949,237)
Temporary appropriation for purpose-restricted net assets	(381,895)	381,895	--	--	381,895	--
Investment income, net	2,527,055	--	420,488	--	420,488	2,947,543
Endowment net assets, end of year	<u>\$ 16,173,416</u>	<u>\$ 1,515,563</u>	<u>\$ 1,128,246</u>	<u>\$ 1,784,813</u>	<u>\$ 4,428,622</u>	<u>\$ 20,602,038</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**NOTE 12 - ENDOWMENT FUNDS (CONTINUED)***CHANGES IN ENDOWMENT NET ASSETS (CONTINUED)*

The net asset composition of endowment net assets as of December 31, 2022 and changes in endowment net assets for the year ended December 31, 2022 were as follows:

	Without Donor Restrictions	With Donor Restrictions			Total	Total Endowment Net Assets
		Purpose Restricted	Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 18,842,135	\$ 1,678,535	\$ 1,327,161	\$ 1,678,601	\$ 4,684,297	\$ 23,526,432
Contributions	--	--	--	71,249	71,249	71,249
Appropriations from endowment	(842,559)	--	(89,703)	--	(89,703)	(932,262)
Temporary appropriation for purpose-restricted net assets	544,867	(544,867)	--	--	(544,867)	--
Investment loss, net	(3,647,593)	--	(449,057)	--	(449,057)	(4,096,650)
Endowment net assets, end of year	<u>\$ 14,896,850</u>	<u>\$ 1,133,668</u>	<u>\$ 788,401</u>	<u>\$ 1,749,850</u>	<u>\$ 3,671,919</u>	<u>\$ 18,568,769</u>

**NOTE 13 - NET ASSETS***NET ASSETS WITHOUT DONOR RESTRICTIONS*

Net assets without donor restrictions were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Undesignated net assets	\$ 8,739,373	\$ 6,588,866
Board-designated ERTC funds	4,261,566	--
Board-designated endowment	16,173,416	14,896,850
Total	<u>\$ 29,174,355</u>	<u>\$ 21,485,716</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 13 - NET ASSETS (CONTINUED)*****NET ASSETS WITH DONOR RESTRICTIONS***

Net assets with donor restrictions were comprised of the following at December 31, 2023 and 2022:

	2023	2022
Subject to expenditure for specified purpose:		
Camp	\$ 7,689	\$ 59,441
Family support	124,891	77,825
Family resource center	341,896	236,029
Homecare	231,618	151,410
Other projects	104,158	12,544
Runaway and homeless youth	698,184	581,804
The Children's Place	7,127	14,615
	<u>1,515,563</u>	<u>1,133,668</u>
Accumulated earnings restricted by donors for:		
General operations	189,575	158,281
Camp operations	386,004	252,769
Other purposes	552,667	377,351
	<u>1,128,246</u>	<u>788,401</u>
Original gift restricted by donors for:		
General operations	136,529	136,532
Camp operations	581,042	548,183
Other purposes	1,067,242	1,065,135
	<u>1,784,813</u>	<u>1,749,850</u>
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	<u>2,165,143</u>	<u>2,020,741</u>
Total	<u>\$ 6,593,765</u>	<u>\$ 5,692,660</u>

## WAYPOINT

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2023

## NOTE 13 - NET ASSETS (CONTINUED)

*NET ASSETS WITH DONOR RESTRICTIONS (CONTINUED)*

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the years ended December 31, 2023 and 2022:

	2023	2022
Satisfaction of purpose restrictions:		
Camp	\$ 66,451	\$ 46,947
Runaway and homeless youth	2,450,535	1,918,666
Family support	181,115	233,742
Homecare	456,292	339,340
Family resource center	158,981	234,362
Other projects	143,893	150,258
The Children's Place	81,205	42,806
	<u>3,538,472</u>	<u>2,966,121</u>
Restricted purpose spending-rate distributions and appropriations:		
General operations	17,039	15,259
Other purposes	63,604	74,444
	<u>80,643</u>	<u>89,703</u>
Total	<u>\$ 3,619,115</u>	<u>\$ 3,055,824</u>

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 14 - CONTRIBUTED NONFINANCIAL ASSETS**

The Organization received the following contributions of nonfinancial assets for the years ended December 31, 2023 and 2022:

	Revenue Recognized		Utilization in Programs/Activities	Valuation Techniques and Inputs
	2023	2022		
Food	\$ 44,631	\$ 27,599	Family Preservation & Strengthening, Homecare, and Homeless Youth & Young Adults.	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Supplies	5,399	11,751	Administration, Family Preservation & Strengthening, and Homeless Youth & Young Adults.	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Storage	--	297	Homeless Youth & Young Adults	Valued at the estimated fair value based on current rates for similar storage space.
Toys	2,617	777	Family Preservation & Strengthening	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
Services	10,841	4,057	Family Preservation & Strengthening	Contributed professional services are valued at the estimated fair value based on current rates for similar services.
Items for assistance to individuals	14,248	4,055	Early Childhood & Family Support and Homeless Youth & Young Adults	U.S. retail prices of identical products using pricing data under a 'like-kind' methodology considering the good's conditions and utility for use at the time of contribution.
<b>Total</b>	<b>\$ 77,736</b>	<b>\$ 48,536</b>		

There were no associated donor restrictions with the above contributed nonfinancial assets.

**WAYPOINT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 15 - EMPLOYEE RETENTION TAX CREDIT (ERTC)**

The Employee Retention Tax Credit (ERTC), established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act), enacted March 27, 2020, amended by the Consolidated Appropriations Act, 2021 (CAA), enacted on December 27, 2020, and further amended by the American Rescue Plan Act (ARPA), enacted March 11, 2021, provides for financial relief to eligible employers through refundable tax credits. The ERTC is a refundable tax credit against certain employment taxes equal to 70% of eligible wages and certain health insurance benefits up to \$28,000 per employee and \$10,000 per quarter through September 30, 2021. Eligible employers can get immediate access to the credit by reducing employment tax deposits they are otherwise required to make. Employers are eligible if they operate a trade or business during January 1, 2021 through September 30, 2021 and experience either: 1) full or partial suspension of the operation of their trade or business during this period because of governmental orders limiting commerce, travel or group meetings due to COVID-19, or 2) decline in gross receipts in a calendar quarter in 2021 where the gross receipts of that calendar quarter are less than 80% of the gross receipts in the same calendar quarter in 2019. For the year ended December 31, 2023, the Organization recognized \$4,736,776 of ERTC as income, net of \$680,912 of applicable expenses.

**NOTE 16 - ASSISTANCE TO INDIVIDUALS**

Assistance to individuals was comprised of the following for the years ended December 31, 2023 and 2022:

	2023	2022
Payment to parents of foster children	\$ 13,317	\$ 79,831
Housing assistance to youth at risk of homelessness	388,607	259,436
Gift cards provided to families during holiday season	45,000	50,000
Food for at risk youth	100,322	36,872
In-kind assistances	77,736	48,536
Other assistance such as medical, childcare, transportation, and family activities	720,794	676,130
Total	<u>\$ 1,345,776</u>	<u>\$ 1,150,805</u>

**WAYPOINT**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 17 - DEFINED CONTRIBUTION PLAN**

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the IRC and other limitations specified in the Plan. Contributions made to the Plan by the Organization for the years ended December 31, 2023 and 2022 totaled \$160,453 and \$121,399, respectively.

**NOTE 18 - RELATED PARTY TRANSACTIONS**

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Trustees. The attorney Board member does not personally perform the legal services. For the years ended December 31, 2023 and 2022, the total legal expense paid to related parties was \$55,702 and \$10,190, respectively.

**NOTE 19 - CONCENTRATION OF RISK**

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

**NOTE 20 - SUBSEQUENT EVENTS**

Subsequent events have been evaluated through May 20, 2024, the date the consolidated financial statements were available to be issued.

**WAYPOINT**  
**CONSOLIDATED SCHEDULE OF OPERATING EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Famish Preservation & Strengthening	Early Childhood & Famish Support	Homeless Youth & Young Adults	Homecare	Advocacy	Camp	Total Program Services	Management and General	Fundraising	2023 Total
<b>Personnel Expenses:</b>										
Salaries and wages	\$ 3,276,308	\$ 3,406,925	\$ 1,727,259	\$ 1,081,739	\$ 157,419	\$ --	\$ 9,649,650	\$ 1,634,614	\$ 309,418	\$ 11,593,882
Employee benefits	608,164	636,824	314,704	99,446	4,388	--	1,723,526	176,591	37,744	1,932,861
Retirement plan	44,366	47,364	16,143	8,358	3,353	--	119,524	35,664	5,325	160,453
Payroll taxes and other	333,426	348,753	172,439	123,588	12,191	--	990,399	127,664	23,934	1,141,997
Subtotal personnel expense	4,322,264	4,449,866	2,230,545	1,313,131	177,353	--	12,483,099	1,974,473	376,621	14,833,993
<b>Professional fees:</b>										
Accounting	--	--	75	--	--	--	75	45,570	--	45,645
Legal	--	--	--	--	--	6,784	6,784	70,873	--	77,657
Other professional fees	30,150	199,276	175,231	5,532	17,000	--	418,189	465,788	52,603	877,580
Subtotal professional fees	30,150	199,276	175,231	5,532	17,000	6,784	425,048	525,231	52,603	1,001,882
Assistance to individuals	281,676	389,772	628,737	37	3	--	1,300,225	551	45,000	1,345,776
Communications	68,431	53,962	49,394	18,090	1,629	57	191,563	47,124	6,242	244,929
Conferences, conventions, meetings, and trainings	8,098	44,336	2,246	271	2,143	67,907	125,001	39,610	8,667	173,278
Depreciation	73,495	99,794	176,047	12,768	4,302	542	369,348	198,363	6,964	574,675
Insurance	32,624	38,202	29,342	12,176	964	4,865	118,173	63,652	2,282	184,107
Interest	59,073	78,086	134,755	10,147	3,523	424	286,008	40,704	5,449	332,161
Membership dues	6,075	10,961	5,930	6,023	665	--	29,654	16,084	--	45,738
Miscellaneous	9,227	20,721	10,471	12,032	20	--	52,471	113,285	5,414	171,170
Occupancy	212,555	133,492	457,554	12,513	3,775	7,424	827,313	70,703	12,193	910,109
Printing and publications	2,055	8,203	2,463	1,624	55	--	14,402	48,572	59,996	122,970
Equipment rental and maintenance	92,750	56,765	38,234	421	34	429	188,633	212,015	1,127	401,765
Supplies	25,468	56,629	62,830	3,362	1,275	--	149,564	12,586	2,190	164,340
Travel	230,603	144,069	54,163	26,351	34	--	455,219	22,146	1,138	478,503
<b>Total</b>	<b>\$ 5,456,544</b>	<b>\$ 5,765,071</b>	<b>\$ 4,058,021</b>	<b>\$ 1,434,678</b>	<b>\$ 212,975</b>	<b>\$ 88,432</b>	<b>\$ 17,015,721</b>	<b>\$ 3,342,989</b>	<b>\$ 585,686</b>	<b>\$ 20,984,396</b>

*See independent auditors' report.*

**WAYPOINT**  
**CONSOLIDATED SCHEDULE OF OPERATING EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Family Preservation & Strengthening	Early Childhood & Family Support	Homeless Youth & Young Adults	Homecare	Advocacy	Care	Total Program Services	Management and General	Fundraising	2022 Total
<b>Personnel Expenses:</b>										
Salaries and wages	\$ 2,933,799	\$ 3,187,125	\$ 1,135,714	\$ 1,385,070	\$ 127,338	\$ --	\$ 4,769,046	\$ 1,441,503	\$ 508,364	\$ 10,719,413
Employee benefits	505,008	481,385	174,838	158,266	4,709	--	1,324,206	150,284	44,810	1,525,300
Retirement plan	29,154	39,164	11,168	10,704	1,840	--	92,034	20,467	8,898	121,399
Payroll taxes and other	298,323	323,621	107,985	134,693	9,505	--	874,609	112,764	39,253	1,026,606
Subtotal personnel expense	3,766,284	4,031,299	1,429,705	1,688,673	143,392	--	11,059,355	1,731,018	601,325	13,302,198
<b>Professional fees:</b>										
Accounting	--	--	75	--	--	--	75	51,055	--	51,130
Legal	--	1,656	--	--	--	388	2,044	16,617	--	18,661
Other professional fees	35,039	222,122	339,713	9,155	42,550	--	648,579	370,654	160,215	1,179,448
Subtotal professional fees	35,039	223,778	339,788	9,155	42,550	388	650,698	438,326	160,215	1,249,239
Assistance to individuals	324,486	374,691	400,529	349	--	16	1,000,071	717	50,017	1,150,805
Communications	63,406	51,845	50,477	17,468	1,136	12	184,344	32,935	12,811	230,699
Conferences, conventions, meetings, and trainings	20,785	48,452	6,601	1,868	8,183	46,929	132,818	49,868	2,628	183,314
Depreciation	59,324	100,813	110,856	48,113	1,579	--	320,715	179,620	1,670	499,915
Insurance	30,297	22,469	22,800	3,272	713	--	79,551	15,794	2,532	97,877
Interest	44,070	74,891	67,022	35,742	1,173	--	222,898	22,106	6,388	251,392
Membership dues	825	7,870	13,656	5,704	50	--	28,105	26,169	2,437	56,711
Miscellaneous	9,455	21,098	6,366	1,156	--	--	38,075	34,413	1,675	81,163
Occupancy	242,992	148,368	285,994	50,155	1,259	4,229	712,997	54,952	11,899	799,844
Printing and publications	4,873	17,729	4,446	267	2,371	--	29,686	29,232	67,493	126,413
Equipment rental and maintenance	79,252	26,162	50,974	1,341	37	--	157,766	174,987	1,806	346,559
Supplies	23,140	62,876	50,656	6,969	134	77	143,892	12,963	2,740	159,595
Travel	201,207	98,119	39,421	41,827	190	--	380,764	23,720	1,757	406,241
<b>Total</b>	<b>\$ 4,905,415</b>	<b>\$ 5,310,480</b>	<b>\$ 2,879,321</b>	<b>\$ 1,912,781</b>	<b>\$ 202,769</b>	<b>\$ 51,651</b>	<b>\$ 15,261,737</b>	<b>\$ 2,816,820</b>	<b>\$ 948,819</b>	<b>\$ 19,027,376</b>

*See independent auditors' report.*



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees  
**Waypoint**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Waypoint, (the Organization), which comprise the consolidated statement of financial position as of December 31, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated May 20, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Marcum LLP*

Merrimack, NH  
May 20, 2024



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE;  
AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees  
**Waypoint**

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Waypoint's (the Organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended December 31, 2023. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, Waypoint complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material, noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of

compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

#### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the consolidated financial statements of Waypoint as of and for the year ended December 31, 2023, and have issued our report thereon dated May 20, 2024, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Marcum LLP*

Merrimack, NH  
May 20, 2024

**WAYPOINT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

Federal Agency Cluster Pass through Agency Program Title	Federal AL Number	Pass Through Identifying Number	Federal Expenditures	Passed Through to Subrecipient
<i>U.S. Department of Housing and Urban Development</i>				
<i>CDBG - Entitlement Grants Cluster</i>				
<i>Passed Through the City of Manchester</i>				
Community Development Block Grants/Entitlement Grants	14.218	211023-M	\$ 4,000	\$ --
<i>Passed Through the City of Rochester</i>				
Community Development Block Grants/Entitlement Grants	14.218	Unknown	13,500	--
Total Community Development Block Grants/Entitlement Grants			<u>17,500</u>	<u>--</u>
Total CDBG - Entitlement Grants Cluster			17,500	--
<i>Passed Through the City of Manchester</i>				
Emergency Solutions Grant Program	14.231	211423	20,000	--
Emergency Solutions Grant Program	14.231	611024	44,500	--
Total Emergency Solutions Grant Program			<u>64,500</u>	<u>--</u>
<i>Direct Federal Program</i>				
Economic Development Initiative, Community Project Funding and Miscellaneous Grants	14.251	N/A	685,714	--
<i>Direct Federal Program</i>				
Continuum of Care Program	14.267	N/A	99,941	--
<i>Passed Through the State of New Hampshire</i>				
Continuum of Care Program	14.267	05-95-42-423010-7927	212,881	--
Continuum of Care Program	14.267	05-95-42-423010-79270000	172,336	--
Total Continuum of Care Program			<u>485,158</u>	<u>--</u>
<i>Direct Federal Program</i>				
Youth Homelessness Demonstration Program	14.276	N/A	331,696	43,745
<i>Passed Through the State of New Hampshire</i>				
Youth Homelessness Demonstration Program	14.276	05-95-42-423010-79270000	124,529	--
Total Youth Homelessness Demonstration Program			<u>456,225</u>	<u>43,745</u>
Total U.S. Department of Housing and Urban Development			<u>1,709,097</u>	<u>43,745</u>
<i>U.S. Department of Justice</i>				
<i>Passed Through the NH Department of Justice</i>				
Children of Incarcerated Parents	16.831	2021FCC01	136,176	33,190
<i>Passed Through the Manchester Police Department</i>				
Comprehensive Opioid, Stimulant, and Other Substances Use Program	16.838	Unknown	8,642	--
Total U.S. Department of Justice			<u>144,818</u>	<u>33,190</u>
<i>U.S. Department of Treasury</i>				
<i>Passed Through the City of Manchester</i>				
COVID-19 Coronavirus Relief Fund	21.019	611321	43,003	--
<i>Passed Through the State of New Hampshire</i>				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	400,000	--
<i>Passed Through the County of Rockingham</i>				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	10,000	--
<i>Passed Through the County of Merrimack</i>				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	Unknown	16,548	--
Total COVID-19 Coronavirus State and Local Fiscal Recovery Funds			<u>426,548</u>	<u>--</u>
Total U.S. Department of Treasury			<u>469,551</u>	<u>--</u>
<i>U.S. Department of Small Business Administration</i>				
<i>Passed Through Merrimack Valley Day Care</i>				
COVID-19 Disaster Assistance Loans	59.008	Unknown	8,818	--
Total U.S. Department of Small Business Administration			<u>8,818</u>	<u>--</u>
<i>U.S. Department of Education</i>				
<i>Passed Through the City of Manchester</i>				
Education for Homeless Children and Youth	84.196A	02370156-00	1,500	--
Education for Homeless Children and Youth	84.196A	2470149	500	--
Total Education for Homeless Children and Youth			<u>2,000</u>	<u>--</u>
<i>Passed Through NH Department of Education</i>				
Education Stabilization Fund	84.425W	06-56-562010-24920000-102-500731	178,627	109,934
Total U.S. Department of Education			<u>180,627</u>	<u>109,934</u>

*The accompanying notes are an integral part of this schedule.*

# WAYPOINT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)

### FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency Class Pass through Agency Program Title	Federal AL Number	Pass Through Identifying Number	Federal Expenditures	Passed Through to Subrecipient
<i>U.S. Department of Health and Human Services</i>				
<i>Aging Cluster</i>				
<i>Passed Through the NH Department of Health and Human Services</i>				
<i>Special Programs for the Aging, Title III, Part B, Grants for</i>				
<i>Supportive Services and Senior Centers</i>				
	93.044	05-95-48-481010-9255	44,349	--
<i>Total Aging Cluster</i>			44,349	--
<i>Passed Through the City of Manchester</i>				
<i>Comprehensive Community Mental Health Services for</i>				
<i>Children with Serious Emotional Disturbances (SED)</i>				
	93.104	GH79SMR82210-04M002	155,025	14,435
<i>Comprehensive Community Mental Health Services for</i>				
<i>Children with Serious Emotional Disturbances (SED)</i>				
	93.104	SH79SMR82210-02	11,293	--
<i>Total Comprehensive Community mental Health Services for</i>			166,318	14,435
<i>Children with Serious Emotional Disturbances (SED)</i>				
<i>Passed Through New Hampshire Children's Trust</i>				
<i>Injury Prevention and Control, Community-Based Programs</i>				
	93.136	SS-2022-DEHS-01-NEWHA-01-803	72,789	--
<i>Passed Through New Hampshire Children's Trust</i>				
<i>Health Department Response to Public Health or Healthcare Crisis</i>				
	93.391	SS-2022-DEHS-01-NEWHA-01-803	70,713	--
<i>Passed Through the NH Division of Community and Public Health</i>				
<i>COVID-19 Health Department Response to Public Health</i>				
<i>or Healthcare Crisis</i>				
	93.391	05-95-09-901010-5771	172,835	--
<i>Total Health Department Response to Public Health</i>			243,548	--
<i>or Healthcare Crisis</i>				
<i>Direct Federal Program</i>				
<i>Transitional Living for Homeless Youth</i>				
	93.550	N/A	479,568	--
<i>Passed Through the NH Division of DCYF</i>				
<i>MaryLee Allen Promoting Safe and Stable Families Program</i>				
	93.556	05-095-042-421010-29730000-102-500734-42107306	95,213	--
<i>Passed Through New Hampshire Children's Trust</i>				
<i>MaryLee Allen Promoting Safe and Stable Families Program</i>				
	93.556	SS-2022-DEHS-01-NEWHA-01-803	20,959	--
<i>Total MaryLee Allen Promoting Safe and Stable Families Program</i>			116,172	--
<i>Direct Federal Program</i>				
<i>Education and Prevention Grants to Reduce Sexual Abuse of</i>				
<i>Runaway, Homeless and Street Youth</i>				
	93.557	N/A	296,642	--
<i>Passed Through the NH Division of DCYF</i>				
<i>Temporary Assistance for Needy Families</i>				
	93.558	05-095-045-450010-61460000-502-500891-45030206	496,534	--
<i>Passed Through the NH Division of Economic Housing Stability</i>				
<i>Temporary Assistance for Needy Families</i>				
	93.558	05-95-42-450010-61460000	75,000	--
<i>Total Temporary Assistance for Needy Families</i>			571,534	--
<i>Passed Through New Hampshire Children's Trust</i>				
<i>Community Based Child Abuse Prevention Grant</i>				
	93.550	2001NHBCAP	19,204	--
<i>COVID-19 Community Based Child Abuse Prevention Grant</i>				
	93.550	2001-NHBC6	20,075	--
<i>Total Community Based Child Abuse Prevention Grant</i>			39,279	--
<i>Direct Federal Program</i>				
<i>Basic Center Grant</i>				
	93.623	N/A	171,076	--
<i>Passed Through the NH Division of DCYF</i>				
<i>Stephanie Tubbs Jones Child Welfare Services Program</i>				
	93.645	05-095-042-421010-29680000-102-5000734-42106802	12,150	--
<i>Passed Through Amoskeag Health</i>				
<i>Adoption Opportunities</i>				
	93.622	05-95-9090-902010-7047	1,243	--
<i>Passed Through the NH Division of DCYF</i>				
<i>Foster Care Title IV-E</i>				
	93.658	05-95-042-421010-2958	126,689	--
<i>Passed Through the NH Division of Community Based Care</i>				
<i>Social Services Block Grant</i>				
	93.667	05-95-93-930010-7858	164,249	--
<i>Passed Through the NH Division of DCYF</i>				
<i>Social Services Block Grant</i>				
	93.667	05-095-042-421010-29660000-102-500734-42106603	226,370	30,000
<i>Passed Through the NH Department of Health and Human Services</i>				
<i>Social Services Block Grant</i>				
	93.667	05-95-48-481010-9255	462,622	--
<i>Passed Through the NH Division of Long Term Supports and Services</i>				
<i>Social Services Block Grant</i>				
	93.667	05-95-93-930010-7858	171,386	--
<i>Total Social Services Block Grant</i>			1,024,627	30,000
<i>Passed Through the NH Division of Community and Public Health</i>				
<i>Maternal, Infant and Early Childhood Home Visiting Grant</i>				
	93.870	05-95-90-902010-2451	103,515	--
<i>Maternal, Infant and Early Childhood Home Visiting Grant</i>				
	93.870	05-95-90-902010-5896	940,768	--
<i>Total Maternal, Infant and Early Childhood Home Visiting Grant</i>			1,044,283	--
<i>Passed Through the NH Division Long Term Supports and Services</i>				
<i>Maternal and Child Health Services Block Grant to the States</i>				
	93.994	05-95-93-930010-5191	19,237	--
<i>Passed Through the NH Division of DCYF</i>				
<i>Maternal and Child Health Services Block Grant to the States</i>				
	93.994	05-095-090-902010-51900000-102-500731-90004009	15,720	--
<i>Total Maternal and Child Health Services Block Grant</i>			34,977	--
<i>Medicaid Cluster</i>				
<i>Passed Through the NH Division of Long Term Supports and Services</i>				
<i>Medical Assistance Program</i>				
	93.778	Unknown	155,913	--
<i>Total Medicaid Cluster</i>			155,913	--
<i>Total U.S. Department of Health and Human Services</i>			4,601,757	44,435
<i>Total Federal Expenditures</i>			\$ 7,114,668	\$ 251,304

*The accompanying notes are an integral part of this schedule.*

## WAYPOINT

### NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

#### FOR THE YEAR ENDED DECEMBER 31, 2023

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##### NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Waypoint, (the Organization) under programs of the federal government for the year ended December 31, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Waypoint, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Waypoint.

##### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

##### NOTE 3 - DE MINIMIS COST RATE

The Organization has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

##### NOTE 4 - DONATED PERSONAL PROTECTIVE EQUIPMENT (PPE) (UNAUDITED)

During the year ended December 31, 2023, the Organization did not receive donated PPE from federal sources.

**WAYPOINT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**SECTION I - SUMMARY OF AUDITORS' RESULTS**

***FINANCIAL STATEMENTS***

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP:

*Unmodified*

Internal control over financial reporting:

Material weakness(es) identified?

Yes  No

Significant deficiency(ies) identified?

Yes  None reported

Noncompliance material to financial statements noted?

Yes  No

***FEDERAL AWARDS***

Internal control over major federal programs:

Material weakness(es) identified?

Yes  No

Significant deficiency(ies) identified?

Yes  None reported

Type of auditors' report issued on compliance for major federal programs:

*Unmodified.*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

Yes  No

Identification of major federal programs:

**NAME OF FEDERAL PROGRAM OR CLUSTER**

**ASSISTANCE LISTING NUMBER(S)**

COVID-19 Coronavirus State and Local Fiscal Recovery Funds

21.027

Maternal, Infant, and Early Childhood Home Visiting Grant

93.870

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

Yes  No

## WAYPOINT

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED DECEMBER 31, 2023

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#### SECTION II - FINANCIAL STATEMENT FINDINGS

None.

#### SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

#### SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS

There were no findings in the prior year.

## Waypoint Trustees 2023

Melissa Biron

Jennifer Cassin

William Conrad

Helen Crowe

Rob Dapice

Jane E. Gile, *Secretary*

Emily Hammond

Sudi Lett

Marc Lubelczyk

Marilyn T. Mahoney

Holly P. Mintz

Zach Palmer

Mark C. Rouvalis, *Chair*

Kyle Schofield

Jeffrey P. Seifert, *Treasurer*

Jennifer Stebbins, *Vice Chair*

**Borja Alvarez de Toledo, M.Ed.**



**Professional Profile**

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development.
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

**Professional Experience**

**Waypoint, formerly Child and Family Services of New Hampshire** December 2013- Present  
Manchester, NH

*~ President and CEO*

- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

**Riverside Community Care** 2009- 2013  
Dedham, MA

*~ Division Director, Child and Family Services*

- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a \$17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

**The Guidance Center, Inc.** 1998 - 2009  
Cambridge, MA

*~ Chief Operating Officer*

- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

**Private Practice in Psychotherapy and Clinical Consultation** 1992 - 1998  
Madrid, Spain

Universidad Pontificia de Comillas  
Madrid, Spain

1991 - 1998

*~Adjunct Faculty*

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico  
Madrid, Spain

1994 - 1997

*~Clinical Coordinator/Director of Training.*

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),  
Madrid, Spain

1991- 1994

*~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program*

- Provided evaluation and treatment for chemically dependent adults and their families.

*~ Senior Family Therapist, Couples and Family Therapy Program*

- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management  
Boston, MA

1989 - 1991

*~ Senior Family Therapist, Home Based Family Treatment Program.*

## Education

**Graduate Certificate of Business**

University of Massachusetts, Lowell, 2000.

**Master's Degree In Education**

Counseling Psychology Program. Boston University, 1989.

**B.A. In Clinical Psychology**

Universidad Pontificia de Comillas, Madrid, Spain. 1988

## Publications

- 2009 Ayers, S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.), *Social Worker's Desk Reference* (2<sup>nd</sup> ed.), New York: Oxford University Press, 2009
- 2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research; Learning In the Field.* Presented at the 19<sup>th</sup> Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.
- 2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14<sup>th</sup> Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.
- 2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of Intensive community based intervention.* In Lightburn, A., P. Sessions. *Handbook of Community Based Clinical Practice.* Oxford University Press, 2006, England.
- 2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, C, C. Liberton, K. Kutash and R. Friedman, (Eds.) *A System of Care for Children's Mental Health: Expanding the Research Base* (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.
- 1994-98 Research papers and professional presentations in peer reviewed journals in Spain

## Languages

Fluent in Spanish, French and Italian.

**COLLEEN M. IVES**

**CHIEF OPERATING OFFICER**

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

**PROFESSIONAL EXPERIENCE**

**WAYPOINT, Manchester, NH • 2018-Present**

Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

**Chief Operating Officer**

- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

**ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017**

Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

**Vice President, Operations & Quality Control**

- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC'S compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC'S operational practices while integrating new HUD directives into RMC'S existing best practices.

**IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016**

Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

**Principal**

Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.

- Led an 18-month comprehensive change initiative that:
  - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a \$55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

**CAREER NOTE:** Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.

**GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005**

Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

**Acting Executive Director & Chief Operating Officer**

Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and \$13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000**

Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

**Statewide Director**

Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded \$1.2M 3-year federal grant to provide peer-support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

**EDUCATION**

Doctorate in Human and Organizational Systems  
Master of Arts in Human Development  
Fielding Graduate University, Santa Barbara, California

Master of Arts/CAGS in Rehabilitation Counseling  
Bachelor of Arts in Psychology and Philosophy  
Assumption College, Worcester, Massachusetts

**MELISSA ANNE HUGENER, OTR/L**

**PROFESSIONAL EXPERIENCE:**

**Program Director of Child Health and Wellness/Staff Occupational Therapist  
Child and Family Services of NH, Exeter, NH May 2003 – present**

- Supervision of Early Supports and Services and Partners in Health staff, assuring quality services to families, staff competence and adherence to federal and state mandates for provision of services
- Day to day management of ESS and PIH programs, coordinating staff meetings, recruiting and hiring for open positions, budgeting, maintenance of program databases, PQI planning and implementation, etc
- Coordination with One Sky and BDS to meet program requirements, and preparation of materials for Medicaid and State Monitoring Reviews
- Collaboration with other ESS Program Directors throughout NH, and other programs/committees (ICC, PIC, preschool programs, BDS personnel, etc) to enhance early childhood programming throughout the state, and involvement in several statewide workgroups and advisory committees to improve early childhood systems (such as SSECT, Strategic Planning Public Awareness group, Healthy Families America committee)
- Responsible for maintaining a full caseload of ESS clients, to evaluate and treat children with a wide range of medical and developmental disabilities, as well as working with families to connect them with other CFS and state or local programs to meet their needs

**Staff Occupational Therapist  
Developmental Therapy Services, Merrimack, NH February 2002 – May 2003**

- Evaluation, treatment and service coordination for early intervention, clinic setting, and school-based populations, utilizing SI, developmental and biomechanical treatment techniques in group and individual therapy sessions; development of IFSPs and IEPs; classroom consultation and treatment in natural environments

**Easter Seals Superior California, Sacramento, CA January 2000 – January 2002**

- Assisted with the development of the Early Start program for EI services, developed an ongoing aquatic therapy class for families of children with special needs, served as a member of Management Information Systems Team (providing computer and network support to staff), and provided comprehensive, multidisciplinary assessments and ongoing therapy services in early intervention, clinic and school settings

**Developmental Evaluation Center, Fayetteville, NC May 1998 – November 1999**

- Provided comprehensive developmental assessments and treatment for children ages birth – 10, assisted with weekly feeding and augmentative communication assessments, participated in weekly Neonatal Developmental Assessment Clinic, and developed a Parent Resource Library

**Melissa Hugener page 2**

**EDUCATION AND CREDENTIALS:**

**Bachelor of Science in Occupational Therapy, Psychology Minor, Summa Cum Laude  
University of Hartford, West Hartford, CT May 1998**

- National Board Certification in Occupational Therapy
- OT License, State of NH Office of Allied Health Professions
- Current CPR/First Aid Certification
- Completion of NH Leadership Series
- Continuing Education and Advanced Practice in Sensory Integration and Processing, Feeding and Swallowing Disorders, Autism, Prematurity, Infant Mental Health and Assistive Technology

NH Department of Health and Human Services

KEY PERSONNEL

List those primarily responsible for meeting the terms and conditions of the agreement.

Job descriptions not required for vacant positions.

Contractor Name: Waypoint

NAME	JOB TITLE	ANNUAL AMOUNT PAID FROM THIS CONTRACT	ANNUAL SALARY
Borja Alvarez de Toledo	President and CEO	\$0.00	\$195,000
Colleen Ives	COO	\$0.00	\$127,338
<u>Melissa Hugener</u>	Director	\$0.00	\$97,978
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00



Lori A. Shibliette  
Commissioner

Karen E. Hebert  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 30, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend existing contracts with the Contractors listed below to expand who may qualify for employment to provide Comprehensive Family Support Services, with no change to the price limitation of \$13,656,620 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval.

The original contracts were approved by Governor and Council on July 15, 2020, item #21.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Children Unlimited Inc. Conway, NH	156114-B001	Conway District Office Area	\$734,720	\$0	\$734,720
Community Action Partnership of Strafford County Dover, NH	177200-B004	Rochester District Office Area	\$1,229,692	\$0	\$1,229,692
Greater Seacoast Community Health Somersworth, NH	154703-B001	Seacoast District Office Area	\$1,405,192	\$0	\$1,405,192
Lakes Region Community Services Council Laconia, NH	177251-B001	Laconia District Office Area	\$935,260	\$0	\$935,260

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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

The Family Resource Center at Gorham Gorham, NH	162412-B001	Littleton District Office Area	\$1,483,368	\$0	\$1,483,368
The Family Resource Center at Gorham Gorham, NH	162412-B001	Berlin District Office Area	\$1,478,084	\$0	\$1,478,084
TLC Family Resource Center Claremont, NH	170625-B001	Claremont District Office Area	\$1,247,696	\$0	\$1,247,696
VNA at HCS, Inc. Keene, NH	177274-B002	Keene District Office Area	\$1,156,692	\$0	\$1,156,692
Waypoint Manchester, NH	177166-B002	Concord District Office Area	\$1,348,372	\$0	\$1,348,372
Waypoint Manchester, NH	177166-B002	Manchester District Office Area	\$1,267,004	\$0	\$1,267,004
Waypoint Manchester, NH	177166-B002	Southern District Office Area	\$1,370,540	\$0	\$1,370,540
		<b>Total:</b>	<b>\$13,656,620</b>	<b>\$0</b>	<b>\$13,656,620</b>

#### **EXPLANATION**

The purpose of this request is to modify the scope of work for the existing contracts to expand the pool of potential home visitors for the Comprehensive Family Support Services (CFSS) program by reducing the minimum education requirement for Paraprofessional Home Visitors from a bachelor's degree to an associate's degree. Due to the supervisory levels and management structure, quality of services will not be impacted. Comprehensive Family Support Services promotes family wellness, decreasing family stressors, preventing child abuse and neglect, juvenile justice involvement, and providing education and support to parents and caregivers. Families are provided with assistance to access services they need and want in their home communities that strengthen the family and provide parents with an opportunity to learn and grow. Specialized training for staff is provided to ensure comprehensive knowledge, quality skills and abilities are applied in these services.

Approximately 1,200 families are served annually.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Contractors will continue serving pregnant and parenting women, and families with children under the age of 21 years old, who are in need of assistance and support with parenting, health and nutrition, education, and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation, substance misuse, and health issues.

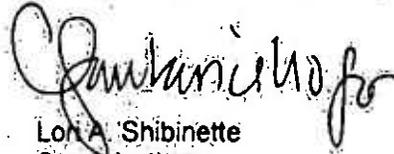
Contractors will continue providing evidence-informed, trauma-informed, integrated, whole family services with the goal of promoting and strengthening family health and wellness, and preventing child maltreatment. Contractors will continue assisting families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary, and guided by the family.

The Department will continue monitoring services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Comprehensive Family Support Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 15, 2020, (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, and Exhibit A, Revisions to Standard Contract Provisions, Paragraph 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director;
2. Modify Exhibit B, Scope of Services, Section 1.5, Staffing, Subsection 1.5.9, Paragraph 1.5.9.1, to read:  
1.5.9.1. A bachelor's or associate's degree in social work, counseling, nursing, human services, early childhood education or a related field; and
3. Modify Exhibit C, Payment Terms, Section 4, to read:
  4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

8/25/2022

Date

*Karen Hebert*

Name: Karen Hebert

Title: Division Director

Waypoint

8/25/2022

Date

*Borja Alvarez de Toledo*

Name: Borja Alvarez de Toledo

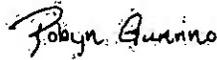
Title: president and CEO

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/29/2022

Date



Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

21  
max

Lori A. Shilbette  
Commissioner

Christine L. Santaniello  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9474 1-800-852-3345 Ext. 9474  
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dbhs.nh.gov

June 26, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into **Retroactive** contracts with the vendors listed below in an amount not to exceed \$13,656,620 to assist pregnant and parenting women and other families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse, neglect and juvenile justice involvement and by providing education and support, with the option to renew for up to two (2) additional years, effective retroactive to July 1, 2020, upon Governor and Council approval through June 30, 2024. 88.79% Federal Funds. 11.21% General Funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Waypoint Manchester NH	177166-B002	Concord District Office area	\$1,348,372
Waypoint Manchester NH	177166-B002	Manchester District Office area	\$1,267,004
Waypoint Manchester NH	177166-B002	Southern District Office area	\$1,370,540
Children Unlimited Inc. Conway NH	156114-B001	Conway District Office area	\$734,720
Community Action Partnership of Strafford County Dover NH	177200-B004	Rochester District Office area	\$1,229,692
Greater Seacoast Community Health Somersworth NH	154703-B001	Seacoast District Office area	\$1,405,192
TLC Family Resource Center Claremont NH	170625-B001	Claremont District Office area	\$1,247,696
VNA at HCS, Inc. Keene NH	177274-B002	Keene District Office area	\$1,156,692
Lakes Region Community Services Council Laconia NH	177251-B001	Laconia District Office area	\$935,260

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Family Resource Center at Gorham Gorham NH	162412-B001	Littleton District Office area	\$1,483,368
The Family Resource Center at Gorham Gorham NH	162412-B001	Berlin District Office area	\$1,478,084
		<b>Total:</b>	<b>\$13,656,620</b>

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022, 2023 and 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the Department did not have the fully executed contract documents in time for Governor and Executive Council approval to prevent a lapse in coverage between these new contracts and the existing contracts which expired June 30, 2020. The Department extended the deadline for the submittal of proposals due to the COVID-19 pandemic. Proposals were initially due at the start of the State of Emergency; the prospective proposers needed additional time to respond to the Request for Proposal. The Department's decisions to allow proposers additional time to respond caused the original timeline to be extended.

The purpose of this request is to provide Comprehensive Family Support Services (CFSS) by promoting family wellness, decreasing family stressors and preventing child abuse, neglect, as well as, juvenile justice involvement, and by providing education and support. Services are designed to enable families to access the services they need and want in their home communities. These prevention services strengthen parents, enabling families an opportunity to learn and grow.

The population to be served will be pregnant, parenting women and families with children under the age of 21 years, who are in need of assistance and support with parenting, health and nutrition; education; and employment. Families served may be experiencing stressors such as, but not limited to, unemployment, social isolation; substance misuse; and health issues.

Approximately 1200 families will be served each year.

These Contractors will support families by providing evidence-informed, trauma-informed, integrated, whole family services. Primary goals are to promote and strengthen family health and wellness, and to prevent child maltreatment. Contractors will assist families with accessing a variety of parenting, economic, and public health supports based on the needs presented. All services are strength-based, focus on the whole family, voluntary and guided by the family.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The Department will monitor contracted services by:

- Reviewing consumer satisfaction data, which must indicate a minimum of 80% favorable rating.
- Monitoring long-term program outcomes, including increasing outreach to high-risk populations; increasing the share of referred families who enroll in services; and increasing service completion rates.

The Department selected the Contractors through a competitive bid process using a Request for Proposals (RFP) that was posted on the Department's website from 3/3/2020 through 4/8/2020. The Department received 11 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

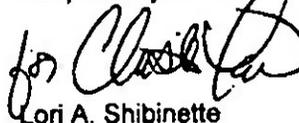
As referenced in Exhibit A, Revisions to Standard Contract Provisions, of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state, which could cause an increase of involvement of services through the Division for Children, Youth and Families, as these services help to prevent child maltreatment and promote child and family wellbeing.

Areas served: Statewide

Source of Funds: CFDA #93.645, FAIN #1901NHCWSS; CFDA #93.556, FAIN #1901FPSS; CFDA #93.667, FAIN#1901NHSOSR; and CFDA #93558, FAIN #19NHTANF.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



**New Hampshire Department of Health and Human Services  
Office of Business Operations  
Contracts & Procurement Unit  
Scoring Sheet**

**Comprehensive Family Support Services**

**RFP-2021-DEHS-02-COMPR**

RFP Name

RFP Number

Bidder Name	Maximum Points	Actual Points
1. <u>L RCS Family Resource Center - Laconia</u>	300	271
2. <u>TLC Family Resource Center - Claremont</u>	300	276
3. <u>Waypoint - Concord DO</u>	300	275
4. <u>Waypoint - Southern DO</u>	300	275
5. <u>Waypoint - Manchester DO</u>	300	275
6. <u>Children's Unlimited, Inc.</u>	300	274
7. <u>Community Action Partnership of Strafford County</u>	300	270
8. <u>Greater Seacoast Community Health</u>	300	257
9. <u>Home, HealthCare, Hospice &amp; Community Services</u>	300	268
10. <u>The Family Resource Center - Berlin</u>	300	286
11. <u>The Family Resource Center - Littleton</u>	300	285

christen.laver

FISCAL DETAILS COMPREHENSIVE  
FAMILY SUPPORT SERVICES

05-095-042-421010-2948000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

100% Federal, CEBA #23,648, Title IV-B

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-11001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,256.90
2022	102-500734	Social Service Contract	42106802	\$4,256.90
2023	102-500734	Social Service Contract	42106802	\$4,256.90
2024	102-500734	Social Service Contract	42106802	\$4,256.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.00
2022	102-500734	Social Service Contract	42106802	\$4,255.00
2023	102-500734	Social Service Contract	42106802	\$4,255.00
2024	102-500734	Social Service Contract	42106802	\$4,255.00
Total:				\$17,020.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170425-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

LAKEES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORNHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60

THE FAMILY RESOURCE CENTER AT CORNHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106802	\$4,255.90
2022	102-500734	Social Service Contract	42106802	\$4,255.90
2023	102-500734	Social Service Contract	42106802	\$4,255.90
2024	102-500734	Social Service Contract	42106802	\$4,255.90
Total:				\$17,023.60
Sub-Total:				\$187,260.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IHHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #93.556, Promoting Safe and Stable Families

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0003

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2022	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2023	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
2024	102-500734	Social Service Contract	42107306	\$26,309.42	\$6,577.36
Total:				\$105,237.68	\$26,309.42

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2022	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2023	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
2024	102-500734	Social Service Contract	42107306	\$37,219.70	\$9,304.93
Total:				\$148,878.80	\$37,219.70

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2022	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2023	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
2024	102-500734	Social Service Contract	42107306	\$39,404.73	\$9,851.18
Total:				\$157,618.92	\$39,404.73

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 154114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2022	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2023	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
2024	102-500734	Social Service Contract	42107306	\$2,221.00	\$555.25
Total:				\$8,884.00	\$2,221.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2022	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2023	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
2024	102-500734	Social Service Contract	42107306	\$32,109.00	\$8,027.25
Total:				\$128,436.00	\$32,109.00

**GREATER SEACOAST COMMUNITY HEALTH (F/R/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2022	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2023	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
2024	102-500734	Social Service Contract	42107306	\$24,776.16	\$6,194.04
Total:				\$99,104.64	\$24,776.16

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2022	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2023	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
2024	102-500734	Social Service Contract	42107306	\$13,172.37	\$3,293.09
Total:				\$52,689.48	\$13,172.37

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2022	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2023	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
2024	102-500734	Social Service Contract	42107306	\$10,500.62	\$2,625.16
Total:				\$42,002.48	\$10,500.62

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2022	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2023	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
2024	102-500734	Social Service Contract	42107306	\$5,309.00	\$1,327.25
Total:				\$21,236.00	\$5,309.00

**TLC FAMILY RESOURCE CENTER AT CORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2022	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2023	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
2024	102-500734	Social Service Contract	42107306	\$23,474.00	\$5,868.50
Total:				\$93,896.00	\$23,474.00

**TLC FAMILY RESOURCE CENTER AT CORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget	MATCH
2021	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2022	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2023	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
2024	102-500734	Social Service Contract	42107306	\$15,503.00	\$3,875.75
Total:				\$62,012.00	\$15,503.00
Sub-Total:				\$919,996.00	\$229,999.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF

HHHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBC

100% Federal Funds, CFDA #93.667, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-0002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177100-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-D001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$0.00
2022	102-500734	Social Service Contract	42106603	\$0.00
2023	102-500734	Social Service Contract	42106603	\$0.00
2024	102-500734	Social Service Contract	42106603	\$0.00
Total:				\$0.00

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500734	Social Service Contract	42106603	\$79,299.20
2022	102-500734	Social Service Contract	42106603	\$79,299.20
2023	102-500734	Social Service Contract	42106603	\$79,299.20
2024	102-500734	Social Service Contract	42106603	\$79,299.20
Total:				\$317,196.80
Sub-Total:				\$3,171,968.00

05-095-045-450010-61270000-102-500731-45630353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT  
 100% Federal Funds, CPDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families: PAIN INHITANT

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.48
Total:				\$545,453.92

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.20
Total:				\$545,453.80

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177166-I002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.87
Total:				\$545,455.48

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2022	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2023	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
2024	102-500731	Contracts For Prog. Svc	45030353	\$58,282.80
Total:				\$233,131.20

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.73
Total:				\$545,454.92

**GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2022	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2023	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
2024	102-500731	Contracts For Prog. Svc	45030353	\$159,156.74
Total:				\$636,626.96

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR# 170615-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.47
Total:				\$545,453.88

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 171774-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2022	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2023	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
2024	102-500731	Contracts For Prog. Svc	45030353	\$136,363.28
Total:				\$545,453.12

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2022	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2023	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
2024	102-500731	Contracts For Prog. Svc	45030353	\$99,246.36
Total:				\$396,985.44

**THE FAMILY RESOURCE CENTER AT CORRIAN (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2022	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2023	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
2024	102-500731	Contracts For Prog. Svc	45030353	\$178,741.09
Total:				\$714,964.36

**THE FAMILY RESOURCE CENTER AT CORRIAN (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2022	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2023	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
2024	102-500731	Contracts For Prog. Svc	45030353	\$186,391.38
Total:				\$745,565.52
Sub-Total:				\$5,999,997.60

**05-095-045-450010-6146000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, IIIIS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY FAMILYS  
100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families, FAIN 18VHITANF**

**WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$43,000.00
2024	644-504187	SGFSER SGF SERVICES	42103874	\$43,000.00
Total:				\$172,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$45,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$45,000.00
Total:				\$180,000.00

WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR # 177164-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$12,000.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$12,000.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$12,000.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$12,000.00
Total:				\$128,000.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$44,346.97
2024	644-504187	SGFSER SGF SERVICES	42105874	\$44,346.97
Total:				\$177,387.88

GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$25,824.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$25,824.00
Total:				\$103,296.00

TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$35,124.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$35,124.00
Total:				\$140,496.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177174-B003

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2022	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2023	102-500731	Contracts For Prog. Svc	45030353	\$52,360.00
2024	644-504187	SGFSER SGF SERVICES	42105874	\$52,360.00
Total:				\$209,440.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2022	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2023	102-500731	Contracts For Prog. Svc	45030353	\$37,454.54
2024	644-504187	SGFSER SGF SERVICES	42105874	\$37,454.54
Total:				\$149,818.16

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2022	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2023	102-500731	Contracts For Prog. Svc	45030353	\$29,065.97
2024	644-504187	SOPSER SOF SERVICES	42105874	\$29,065.97
Total:				\$116,263.88

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2022	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2023	102-500731	Contracts For Prog. Svc	45030353	\$30,000.52
2024	644-504187	SOPSER SOF SERVICES	42105874	\$30,000.52
Total:				\$120,002.08
Sub-Total:				\$1,600,000.00

05-992-090-902018-31900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 THIS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH  
 100% Federal Funds, CFDA #93.994, Federal Funds from HRSA

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,394.00
Total:				\$21,576.00

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-D002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,487.30
Total:				\$25,949.20

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-0001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$5,804.00
Total:				\$23,216.00

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,045.64
Total:				\$12,182.56

**GREATER SEACOAST COMMUNITY HEALTH (FKA Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154783-D001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,486.00
Total:				\$25,944.00

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER GRAFTON COUNTY) VENDOR # 170625-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,639.06
Total:				\$30,556.24

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$4,576.00
Total:				\$18,304.00

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	Budget
2021	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$6,432.00
Total:				\$25,728.00

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$7,259.00
Total:				\$29,036.00

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2022	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2023	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
2024	102-500731	Contracts For Prog. Svc	90004009	\$3,692.00
Total:				\$14,768.00
Sub-Total:				\$245,564.00

**05-095-042-421010-29540000-645-504004-42105877 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF; HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% Capital Funds**

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$43,288.00
2022	645-504004	SGF Other	42105877	\$43,288.00
2023	645-504004	SGF Other	42105877	\$43,288.00
2024	645-504004	SGF Other	42105877	\$43,288.00
Total:				\$173,152.00

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$9,219.00
2022	645-504004	SGF Other	42105877	\$9,219.00
2023	645-504004	SGF Other	42105877	\$9,219.00
2024	645-504004	SGF Other	42105877	\$9,219.00
Total:				\$36,876.00

**WAYPOINT (FKA CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,000.00
2022	645-504004	SGF Other	42105877	\$51,000.00
2023	645-504004	SGF Other	42105877	\$51,000.00
2024	645-504004	SGF Other	42105877	\$51,000.00
Total:				\$204,000.00

**CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 136114-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$8,002.56
2022	645-504004	SGF Other	42105877	\$8,002.56
2023	645-504004	SGF Other	42105877	\$8,002.56
2024	645-504004	SGF Other	42105877	\$8,002.56
<b>Total:</b>				<b>\$32,010.24</b>

**GREATER SEACOAST COMMUNITY HEALTH (F/N/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR # 154783-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,500.00
2022	645-504004	SGF Other	42105877	\$51,500.00
2023	645-504004	SGF Other	42105877	\$51,500.00
2024	645-504004	SGF Other	42105877	\$51,500.00
<b>Total:</b>				<b>\$204,000.00</b>

**TLC FAMILY RESOURCE CENTER (SULLIVAN COUNTY & LOWER CRAFTON COUNTY) VENDOR # 170425-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$36,070.00
2022	645-504004	SGF Other	42105877	\$36,070.00
2023	645-504004	SGF Other	42105877	\$36,070.00
2024	645-504004	SGF Other	42105877	\$36,070.00
<b>Total:</b>				<b>\$144,280.00</b>

**ITOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$1,818.00
2022	645-504004	SGF Other	42105877	\$1,818.00
2023	645-504004	SGF Other	42105877	\$1,818.00
2024	645-504004	SGF Other	42105877	\$1,818.00
<b>Total:</b>				<b>\$7,272.00</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2022	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2023	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
2024	102-500731	Contracts For Prog. Svc	90004009	\$51,725.04
<b>Total:</b>				<b>\$206,900.16</b>

**THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001**

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT
2021	645-504004	SGF Other	42105877	\$51,700.00
2022	645-504004	SGF Other	42105877	\$51,700.00
2023	645-504004	SGF Other	42105877	\$51,700.00
2024	645-504004	SGF Other	42105877	\$51,700.00
<b>Total:</b>				<b>\$206,800.00</b>
<b>Sub-Total:</b>				<b>\$1,231,834.40</b>

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF  
 IHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERIAL AND CHILD HEALTH

000% General Funds  
 FRC AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR# 162412-0001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	REVISED BUDGET AMOUNT	MATCH
2021	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2022	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2023	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
2024	102-500731	Contracts For Prog. Svc	90004015	\$75,000.00	
Total:				\$300,000.00	
Sub-Total:				\$300,000.00	
Grand Total:				\$13,654,620.00	\$229,999.00

Subject: Comprehensive Family Support Services (RFP-2021-DEHS-02-COMPR-11)

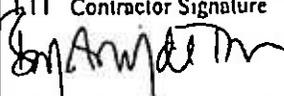
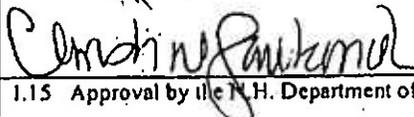
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Waypoint		1.4 Contractor Address 464 Chestnut Street Manchester, NH, 03301	
1.5 Contractor Phone Number (603) 518-4000	1.6 Account Number 05-095-042-421010-29680000-102-500734, 05-095-042-421010-29730000-102-500734, 05-095-042-421010-29660000-102-500734, 05-095-045-450010-61270000-102-500731, 05-095-045-450010-61460000-502-500891, 05-095-090-902010-51900000-102-500731, 05-095-042-421010-29580000-645-504004	1.7 Completion Date June 30, 2024	1.8 Price Limitation \$1,370,540
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature  Date: 6/14/20		1.12 Name and Title of Contractor Signatory Soija Alvarez de Toledo President/CEO	
1.13 State Agency Signature  Date: 6/23/20		1.14 Name and Title of State Agency Signatory Christopher Santanello Director, DEHS	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)			

Contractor Initials   
 Date 6/14/20

By:	Director, On:
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>	
By: <i>/s/Christen Lavers</i>	On: 6/28/20
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>	
G&C Item number:	G&C Meeting Date:

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"); engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including, without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials BAJ  
Date 5/14/20

### 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

### 9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

### 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

### 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment: "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Contractor Initials BAR  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT A



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**REVISIONS TO STANDARD CONTRACT PROVISIONS**

**1. Revisions to Form P-37, General Provisions**

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2020. ("Effective Date").

1.2. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.3. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

*[Handwritten Signature]*  
Date 6/14/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services



EXHIBIT B

Scope of Services

1. Statement of Work

1.1. General Services

1.1.1. The Contractor shall provide services in this agreement to pregnant and parenting women as well as other families with children up to twenty-one (21) years of age who:

1.1.1.1. Are at risk for experiencing difficulty with:

1.1.1.1.1. Pregnancy.

1.1.1.1.2. Health and nutrition.

1.1.1.1.3. Education and employment.

1.1.1.1.4. Parenting challenges.

1.1.1.1.5. Social isolation.

1.1.1.1.6. Substance use disorders.

1.1.1.1.7. Mental health events.

1.1.1.2. At risk for child abuse and neglect.

1.1.1.3. Perinatal families of substance exposed infants.

1.1.1.4. Seek Comprehensive Family Support Services (CFSS) in a voluntary manner.

1.1.2. For the purposes of this agreement, all references to days shall mean business days.

1.1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 AM to 5:00 PM, excluding state and federal holidays.

1.1.4. The Contractor shall provide services at the Waypoint Family Resource Center, which is located at 112 West Pearl Street, Nashua NH; 36 Tsienneto Road, Derry, NH; and others locations, as mutually agreed upon between the Contractor and the client, within the Department of Health and Human Services Southern District Office Catchment Area. The Contractor shall ensure:

1.1.4.1. Office hours at the Waypoint Family Resource Center available to families and staff Monday through Friday during business hours.

1.1.4.2. Evening office hours are available at least two (2) nights per week at the Derry location.

1.1.4.3. Office locations remain in compliance with the Americans

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT B



with Disabilities Act (ADA) accessibility requirements

- 1.1.5. The Contractor shall maintain operation of a Qualified Family Resource Center (FRC-Q), or obtain the FRC-Q designation no later than the contract completion date.
- 1.1.6. The Contractor shall provide Comprehensive Family Support Services (CFSS) support to parents who may be experiencing social, emotional, physical and mental health events that interfere with their ability to parent their children. CFSS shall be provided in a flexible and integrated approach that provides support services to families in three stages:
  - 1.1.6.1. Prevention.
  - 1.1.6.2. Early intervention.
  - 1.1.6.3. Crisis.
- 1.1.7. The Contractor shall support the empowerment of families as advocates for themselves and their children by facilitating collaboration between communities and families to develop a comprehensive array of local, family-centered and culturally informed services.
- 1.1.8. The Contractor shall perform outreach to individuals and families through outreach activities that may include, but are not limited to:
  - 1.1.8.1. Distribution of collateral materials including CFSS and agency brochures, newsletters, flyers, and calendars.
  - 1.1.8.2. Inclusion of parenting and family resource center information on the Waypoint website.
  - 1.1.8.3. Information sessions and presentations with community agencies and their representatives.
  - 1.1.8.4. Media coverage.
- 1.1.9. The Contractor shall facilitate identification and evaluation of programs and services available to families who may be experiencing conditions that may include, but are not limited to:
  - 1.1.9.1. A previous or current founded, or unfounded, child protective services report.
  - 1.1.9.2. Having a child who has a low birth weight and neuro developmental delays.
  - 1.1.9.3. A history of, or current, parental or caregiver substance abuse.
  - 1.1.9.4. A history of, or current, mental health concerns relative to

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- the parent, caregiver, or child(ren).
- 1.1.9.5. Having income at or below 300% of the Federal Poverty Level.
  - 1.1.9.6. Family history of domestic violence.
  - 1.1.9.7. Child's insecure attachment in early years.
  - 1.1.9.8. Pregnancy, birth of a child within the past twelve (12) months, birth of an additional child within the next six (6) months, birth or expected birth of a child with special healthcare needs.
  - 1.1.9.9. Pregnant persons with prenatal substance use concerns and families with substance exposed infants.
  - 1.1.9.10. Having more than one (1) child under the age of three (3) years.
  - 1.1.9.11. Physical or social isolation or any other factors that contribute to unhealthy social and emotional outcomes.
  - 1.1.9.12. Home conditions presenting a health and/or safety risk to family members.
  - 1.1.9.13. Child or family with chronic health, behavioral or developmental issues with impacts parenting.
  - 1.1.9.14. Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire Social Emotional (ASQ-SE) results that indicate developmental delays.
  - 1.1.9.15. Families impacted by traumatic events.
  - 1.1.9.16. Receiving Temporary Assistance to Needy Families (TANF) cash assistance or any of the Medicaid options.
  - 1.1.9.17. Substance Use Disorder services.
- 1.1.10. The Contractor shall ensure services are multigenerational; trauma-informed; culturally-responsive; strengths-based; and focused on empowering families. The Contractor shall ensure:
- 1.1.10.1. Service activities include but are not limited to providing:
    - 1.1.10.1.1. Evidence-based practices, where available.
    - 1.1.10.1.2. Education and direct services that support parent and child wellbeing.
    - 1.1.10.1.3. Case management.

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- 1.1.10.1.4. Access to a broad range of resources and referrals to respond to each family's needs, as appropriate.
- 1.1.10.2. Services are delivered in an environment appropriate to the needs and convenience of the clients, which may include, but are not limited to:
  - 1.1.10.2.1. Home-visiting services.
  - 1.1.10.2.2. Community-based visits.
  - 1.1.10.2.3. Parenting groups.
  - 1.1.10.2.4. Workshops.
  - 1.1.10.2.5. Playgroups.
- 1.1.11. The Contractor shall collaborate with the Department and its Facilitating Organization to ensure a statewide system of CFSS.
- 1.1.12. The Contractor shall attend quarterly meetings for the CFSS as scheduled by the Department.
- 1.1.13. The Contractor shall engage with the Department and peers, through regular meetings focused on client outcomes, to utilize data to understand performance and improve practices, as requested by the Department.
- 1.1.14. The Contractor shall evaluate the performance of programs and services provided through the distribution of client and family satisfaction surveys upon completion of services and during two (2) client survey months annually.
- 1.1.15. The Contractor shall ensure a broad reach of service delivery by actively engaging in community groups that include, but not be limited to:
  - 1.1.15.1. Greater Nashua Smart Start Coalition.
  - 1.1.15.2. Nashua United Way.
  - 1.1.15.3. Nashua Prevention Coalition.
  - 1.1.15.4. Milford Thrives.

1.2. **Assessment and Referrals**

- 1.2.1. The Contractor shall provide referrals to appropriate community-based services and other resources that support families in their home communities, which may include, but are not limited to:
  - 1.2.1.1. Child Care Aware of New Hampshire.
  - 1.2.1.2. Department of Health and Human Services District offices

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- for assistance with program eligibility determination.
- 1.2.1.3. Special Medicaid Services, including, Family Centered Early Supports and Services (FCESS).
  - 1.2.1.4. Family Violence Prevention Agencies.
  - 1.2.1.5. Primary Care Provider enrollment assistance.
  - 1.2.1.6. Health insurance provider enrollment assistance, including Medicaid, to increase access to healthcare.
  - 1.2.1.7. Mental health services.
  - 1.2.1.8. Oral health services.
  - 1.2.1.9. Smoking cessation programs, including referrals to QuitWorks-NH, as appropriate.
  - 1.2.1.10. Women, Infants and Children (WIC) Nutrition programs for access to breastfeeding supports, nutritional education, and healthy foods.
  - 1.2.1.11. Independent living programs.
  - 1.2.1.12. Adult education.
  - 1.2.1.13. Employment services.
- 1.2.2. The Contractor shall ensure that each family is provided with an Individual Service Plan (ISP) that addresses and targets barriers to receiving education and support services, which may include but are not limited to:
- 1.2.2.1. Parent education and support.
  - 1.2.2.2. Family mentoring and advocacy.
  - 1.2.2.3. Medical and health education.
  - 1.2.2.4. Early childhood education.
  - 1.2.2.5. Literacy education and support.
  - 1.2.2.6. Life skills training.
- 1.2.3. The Contractor shall ensure all services all provided are designed to prevent child maltreatment, neglect, and Juvenile Justice Involvement.
- 1.2.4. The Contractor shall provide service that are trauma informed and include, but are not limited to:
- 1.2.4.1. Parenting education and family support through a variety of evidence-based curriculums.

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- 1.2.4.2. Age appropriate education using Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents – Fourth edition.
- 1.2.5. The Contractor shall accept referrals from hospitals and medical centers when clients have a Plan of Safe Care and:
  - 1.2.5.1. Provide early intervention in at risk pregnant and parenting families.
  - 1.2.5.2. Prioritize pregnant parents with substance use disorder for support and assignment.
- 1.2.6. The Contractor shall assist pregnant and postpartum women with developing of a Plan of Safe Care in collaboration with the client's medical providers.
- 1.2.7. The Contractor shall complete a Family Assessment for each family served within the first three (3) visits with families, utilizing an intake assessment, the Protective Factors Survey, 2<sup>nd</sup> Edition (PFS-2), and a comprehensive assessment using the North Carolina Family Assessment Scale General (NCFAS-G) in order to:
  - 1.2.7.1. Identify risk factors.
  - 1.2.7.2. Determine appropriate CFSS.
  - 1.2.7.3. Provide appropriate CFSS.
- 1.2.8. The Contractor shall administer the Watch Me Grow curriculum/program/services in accordance with the Watch Me Grow guidelines.
- 1.2.9. The Contractor shall ensure that families with children up to six (6) years of age are screened and participate in the Watch Me Grow Program. The Contractor shall:
  - 1.2.9.1. Distribute Learn the Signs, Act Early materials.
  - 1.2.9.2. Report the number of families who received developmental screening education materials.
  - 1.2.9.3. Provide developmental and social emotional screenings for children ages one (1) month through five (5) years.
  - 1.2.9.4. Report the number of families that received an ASQ-3 and ASQ-SE- screener.
- 1.2.10. The Contractor shall provide CFSS using the Strengthening Families Framework and addressing Protective Factors, which may be provided through a variety of methods including, but not limited to:
  - 1.2.10.1. Home visiting services.

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1.2.10.2. Workshops.

1.2.10.3. Support groups.

**1.3. Home Visiting Services**

1.3.1. The Contractor shall provide home visiting services that are respectful of families' cultures and values while building on each family's strengths and being responsive to their needs. The Contractor shall ensure services include, but are not limited to:

1.3.1.1. Working with program participants to develop comprehensive goals to improve the economic self-sufficiency by assisting parents with developing a vision for the future that includes, but is not limited to:

1.3.1.1.1. Planning future pregnancies.

1.3.1.1.2. Continuing education.

1.3.1.1.3. Finding and maintaining employment.

1.3.1.1.4. Increasing Protective Factors of the family.

1.3.1.1.5. Obtaining secure housing.

1.3.1.1.6. Accessing community services.

1.3.1.1.7. Accessing parental education on topics that include, but are not limited to:

1.3.1.1.7.1. Child development.

1.3.1.1.7.2. Child behavior.

1.3.1.1.7.3. Child health.

1.3.1.1.7.4. Coping and problem solving skills.

1.3.1.1.7.5. Safety.

1.3.1.1.7.6. Parenting skills.

1.3.1.2. Providing flexible availability in order to meet the needs of individual families and communities.

1.3.1.3. Ensuring non-duplication of other services being received.

1.3.1.4. Providing standardized smoking cessation education and referrals, as appropriate, in order to increase the number of women who quit smoking.

1.3.1.5. Providing information to pregnant women relative to the importance of receiving consistent prenatal health care that results in healthy pregnancies and birth outcomes.

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- 1.3.1.6. Providing information that promotes parent-child attachments that mitigate child maltreatment.
- 1.3.1.7. Providing education regarding the importance of primary care services for the family, including access to reproductive health care, timely immunizations, increased child safety, and the establishment of a medical home. The Contractor shall work to ensure:
  - 1.3.1.7.1. All women have access to formal, validated screening for prenatal and postpartum depression using tools that may include, but are not limited to:
    - 1.3.1.7.1.1. Prime MD depression screening.
    - 1.3.1.7.1.2. Edinburg Postnatal Screen.
  - 1.3.1.7.2. All women screened positive for maternal depression are referred to follow-up treatment, as appropriate.
  - 1.3.1.7.3. Nursing visits are provided to pregnant women and their babies through the child's first birthday, and as needed for any child up to 17 years of age through the Child and Family Health Support program.
  - 1.3.1.7.4. Nurse consultation is provided to any family that has an identified nursing need.
  - 1.3.1.7.5. All participants are enrolled in primary care physician services.
  - 1.3.1.7.6. Improved family health and functioning.
- 1.3.2. The Contractor shall provide home visiting services utilizing the Home Visiting NH model, which includes, but is not limited to:
  - 1.3.2.1. Promoting healthy pregnancy and birth outcomes.
  - 1.3.2.2. Promoting a safe and nurturing environment for children.
  - 1.3.2.3. Improving families' life course and development.
- 1.3.3. The Contractor shall provide home visiting services, utilizing evidence based approaches and training programs that include, but are not limited to:
  - 1.3.3.1. Parents as Teachers curriculum.
  - 1.3.3.2. Born to Learn curriculum.
  - 1.3.3.3. The Period of PURPLE Crying.

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- 1.3.3.4. Enhanced care coordination.
- 1.3.3.5. Motivational interviewing.
- 1.3.3.6. Advocacy training.
- 1.3.3.7. Magic 123.
- 1.3.3.8. Reflective supervision.

**1.4. Workshops and Support Groups**

1.4.1. The Contract shall provide an array of workshops to increase knowledge of parenting and child development, parental resilience, and social connections, which include, but are not limited to:

- 1.4.1.1. Positive Solutions for Families.
- 1.4.1.2. Parenting a Second Time Around.
- 1.4.1.3. Slow Cooker class.
- 1.4.1.4. Can't Even Fam.
- 1.4.1.5. Instructional money management programs.
- 1.4.1.6. Mommy and Me (New Baby) group.
- 1.4.1.7. Supporting Language and Your Child
- 1.4.1.8. You and Your Child Series.

1.4.2. The Contractor shall facilitate a variety of support groups that include, but not limited to:

- 1.4.2.1. Parent Support.
- 1.4.2.2. Kincare Support.
- 1.4.2.3. CONNECT
- 1.4.2.4. Circle of Parents.
- 1.4.2.5. Parent and Grandparent Café.
- 1.4.2.6. Teen Information for Parenting Success (TIPS)

**1.5. Staffing**

1.5.1. The Contractor shall require all staff, subcontractors, and volunteers who have contact with children, complete criminal background and central registry checks.

1.5.2. The Contract shall ensure that all staff and subcontractors who shall drive as part of their job duties maintain a valid driver's license.

1.5.3. The Contractor shall ensure staff and subcontractors are trained in the principles of family support, maternal and child health, as well as

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- the child welfare system with concentrations in service array as well as working in multidisciplinary teams.
- 1.5.4. The Contractor shall ensure that staff and subcontractors participate in training that includes, but is not limited to:
    - 1.5.4.1. Strengthening the Families Framework.
    - 1.5.4.2. The Five Protective Factors.
    - 1.5.4.3. Trust Based Relational Intervention.
    - 1.5.4.4. Solutions Based Casework.
  - 1.5.5. The Contractor shall ensure that staff and subcontractors receive on-going staff enrichment and development in areas that include, but are not limited to:
    - 1.5.5.1. Skills needed to address the ethnic and cultural needs, resources, and assets of the community.
    - 1.5.5.2. Exercising empathy, with an understanding of family stressors of parents and families receiving services.
    - 1.5.5.3. Effective home visiting and reporting practices.
  - 1.5.6. The Contractor shall ensure all clinicians and prescribing practitioners who provide consultation services are licensed by the NH Board of Psychological Examiners, as a health care professional.
  - 1.5.7. The Contractor shall ensure the program is staffed, at a minimum, by a Program Director who works the minimum of a 0.5 Full Time Employee (FTE) and an appropriate number of Paraprofessional Home Visitors, necessary to implement the program.
  - 1.5.8. The Contractor shall ensure the Program Director have, at a minimum experience and education including but not limited to:
    - 1.5.8.1. A Master's degree in social work, counseling, nursing, public health or a related field, and
    - 1.5.8.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting; or
    - 1.5.8.3. A Bachelor's degree in social work, counseling, nursing, public health or related field; and
    - 1.5.8.4. Five (5) years of experience working with families and children in a social service, home health or other early childhood program setting, some of which shall have been in a supervisory capacity.
  - 1.5.9. The Contractor shall ensure the Paraprofessional Home Visitors

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have, at a minimum experience and education including but not limited to:

- 1.5.9.1. A Bachelor's degree in social work, counseling, nursing, human services, early childhood education or a relate field; and
- 1.5.9.2. Two (2) years of experience working with families and children in a social service, home health or other early childhood program setting.
- 1.5.10. The Contractor shall ensure that a minimum of one (1) Home Visitor and the Home Visitor Supervisor are trained in either Growing Great Kids or Parents as Teachers curriculum and follow the Growing Great Kids requirements within six (6) months of the contract effective date.
- 1.5.11. The Contractor shall designate a staff position to be the liaison for all programmatic correspondence between the Department and the agency including, but not limited to:
  - 1.5.11.1. Clinical updates.
  - 1.5.11.2. Program announcements.
  - 1.5.11.3. Reporting changes, errors, and requests.

**1.6. Relevant Laws, Policies and Guidelines**

- 1.6.1. The Contractor shall be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.
- 1.6.2. The Contractor shall meet all information security and privacy requirements, as set by the Department.
- 1.6.3. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 3, 2008.
- 1.6.4. The Contractor shall participate and coordinate public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made, affecting the public's health.
- 1.6.5. The Contractor shall promote immunizations, in accordance with RSA 141-C and the Immunization Rules promulgated thereunder.
- 1.6.6. The Contractor's program services shall meet the requirements of Sec. 401 (a)(3) of the 42USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF, which indicates on of the purposes

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is to increase State flexibility to, "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies", to the State/Federal regulation.

- 1.6.7. The Contractor shall comply with confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals, is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- 1.6.8. The Contractor shall maintain the confidentiality of all clients and use client information only for program administration purposes and evaluation, ensuring the following, including but not limited to:
  - 1.6.8.1. All staff and subcontractor(s) understand that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.
  - 1.6.8.2. All staff and subcontractor(s) adhere to the standards and confidentiality policies of the organization.
  - 1.6.8.3. Receipt of public assistance and other confidential information shared shall be shared only as part of the medical record and only with the properly signed release of information from the client.
- 1.6.9. The Contractor shall, for purposes of program evaluation and/or continuous quality improvement, report personally identifiable health data to the Department as requested, for all clients served under the resulting contract.
- 1.6.10. The Contractor shall obtain any authorizations for release of information from the clients that are necessary to comply with federal and state laws and regulations.
- 1.6.11. The Contractor shall provide all forms developed for authorization for release of information to the Department prior to use.
- 1.6.12. The Contractor shall adhere to the legal requirements governing human subjects' research if considering using program participants for clinical or sociological research purposes.
- 1.6.13. The Contractor shall inform the Division of Public Health Services prior to initiating any research related to the resulting contract.
- 1.6.14. The Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130:A, Lead Paint Poisoning and Control.

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**2: Exhibits Incorporated**

- 2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**3: Reporting Requirements**

- 3.1. The Contractor shall submit quarterly reports highlighting the program activities no later than the fifteenth (15<sup>th</sup>) day of the month following the reporting period, with the first report due no later than October 15, 2020. The Contractor shall ensure quarterly reports include, but are not limited to:
  - 3.1.1. The progress in achieving the stated outcomes; and
  - 3.1.2. Feedback from families as to the effectiveness and satisfaction of the contracted services.
- 3.2. The Contractor shall submit an annual report to the Department by July 31st of each contract year, with the first report due on July 31, 2021. The Contractor shall ensure annual reports include, but are not limited to:
  - 3.2.1. Information regarding accomplishments and activities for the program.
  - 3.2.2. Recommendations for service development and outcomes.
  - 3.2.3. Systemic barriers experienced.
  - 3.2.4. Family satisfaction survey results.
- 3.3. The Contractor shall enter data into the Welligent System within thirty (30) days of receiving the data, which includes but is not limited to:
  - 3.3.1. Encrypted client identifier; first two initials of the first name, first three initials of the last name.
  - 3.3.2. Gender.
  - 3.3.3. Date of Birth.
  - 3.3.4. Race.
  - 3.3.5. Ethnicity.

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- 3.3.6. Date of Screening.
- 3.3.7. Which month the Ages and Stages Questionnaire (ASQ) was administered.
- 3.3.8. Recheck.
- 3.3.9. Referred.
- 3.3.10. Receiving services.
- 3.3.11. Screening score.
- 3.3.12. Consent signed to notify Primary Care Physician (PCP).
- 3.3.13. Date the screen was sent to PCP.
- 3.4. The Contractor shall collaborate with the Department to provide requested information relative to program evaluation and other information, as needed, to meet Department goals and requirements and provide information to different Divisions within the Department that include, but are not limited to the:
  - 3.4.1. Division for Children, Youth and Families.
  - 3.4.2. Division of Public Health Services.
  - 3.4.3. Division for Economic and Housing Stability.
- 3.5. The Contractor shall maintain a Family Service Record on each family in compliance with all HIPAA Privacy Rules, ensuring each record includes, but is not limited to:
  - 3.5.1. Source of referral.
  - 3.5.2. Referral information.
  - 3.5.3. Release of information form.
  - 3.5.4. Family assessment.
  - 3.5.5. Child/Family services plan.
  - 3.5.6. Case contact log.
  - 3.5.7. Receipt of health care.
  - 3.5.8. Linkages with prenatal and/or primary care and visit schedule as outlined in the American Academy of Pediatrics, "Recommendations for Preventative Pediatric Health Care" schedule.
  - 3.5.9. Progress notes.
  - 3.5.10. Child care utilization and billing information.
  - 3.5.11. Case closure report.
- 3.6. The Contractor shall ensure Family Service Records are summarized and entered into the Quick Base in real-time.

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**4. Performance Measures**

- 4.1. Contractor performance shall be monitored by the Department through review of consumer satisfaction data, which shall indicate a minimum of 80% favorable rating.
- 4.2. The Contractor shall sustain 100% screening of, family participation in the Watch Me Grow Program in families with children up to six (6) years of age.
- 4.3. The Contractor shall work collaboratively with the Department to ensure evidence-based strategies are used and appropriate metrics are tracked for specific programs and sub-populations.
- 4.4. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.
- 4.5. The Contractor shall track a range of performance improvement topics that include, but are not limited to:
  - 4.5.1. Increasing outreach to high-risk populations.
  - 4.5.2. Increasing the share of referred families who enroll in services.
  - 4.5.3. Increasing service completion dates.
  - 4.5.4. Evaluating long-term program outcomes.
- 4.6. The Contractor may be required to provide other key data and metrics to the Department, including client-level demographic, performance, and service data.
- 4.7. The Contractor shall collect and share data with the Department in a format specified by the Department, where applicable.

**5. Additional Terms**

**5.1. Impacts Resulting from Court Orders or Legislative Changes**

- 5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

**5.2. Culturally and Linguistically Appropriate Services (CLAS)**

- 5.2.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

**5.3. Credits and Copyright Ownership**

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- 5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.
- 5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 5.3.3.1. Brochures.
  - 5.3.3.2. Resource directories.
  - 5.3.3.3. Protocols or guidelines.
  - 5.3.3.4. Posters.
  - 5.3.3.5. Reports.
- 5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

6. Records

- 6.1. The Contractor shall keep records that include, but are not limited to:
  - 6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 6.1.2. All records shall be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each

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such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

.6.1.4. Medical records on each patient/recipient of services.

6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

RA

6/19/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
**EXHIBIT C**



Payment Terms

1. This Agreement is funded by:
  - 1.1. 1.37% by the US Department of Health and Human Services, Administrations on Children, Youth and Families, Child Welfare Social Services, Title IV-B, Subpart 1, of the Social Security Act, CFDA 93.645, FAIN# 2001NHCWSS.
  - 1.2. 6.74% by the US Department of Health and Human Services, Administration for Children & Families, Administration on Children, Youth and Families, Promoting Safe and Stable Families, CFDA 93.556, FAIN# 2001FPSS.
  - 1.3. 23.23% by the US Department of Health and Human Services, Administration for Children & Families, Title XX Grants, SSBG – Social Services Block Grant, CFDA 93.667, FAIN# 2001NHSOSR.
  - 1.4. 55.65%, by the US Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA 93.558, FAIN# 19NHTANF.
  - 1.5. 1.80% by the US Department of Health and Human Services, Maternal and Child Health Services Block Grant, CFDA 93.994, FAIN# 90CA1858.
  - 1.6. 11.21% General Funds
2. For the purposes of this Agreement:
  - 2.1. The Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.330.
  - 2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget Worksheet through Exhibit C-4, Budget Worksheet.
4. The Contractor shall submit an invoice in a form satisfactory to the State by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [BFainvoices@dhhs.nh.gov](mailto:BFainvoices@dhhs.nh.gov), or invoices may be mailed to:

Waypoint

Exhibit C

Contractor Initials

*BAT*

RFP-2021-DEHS-02-COMPR-11

Page 1 of 3

Date

*6/19/20*

Rev. 01/08/19

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C



Financial Manager  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH-03301

6. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.
7. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.
8. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.
9. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.
10. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
11. Notwithstanding Paragraph 18 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
12. Audits
  - 12.1. The Contractor is required to submit an annual audit to the Department if any of the following conditions exist:
    - 12.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
    - 12.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.

Waypoint

RFP-2021-DEHS-02-COMPR-11

Rev. 01/08/19

Exhibit C

Page 2 of 3

Contractor Initials

RS

Date

6/19/20

New Hampshire Department of Health and Human Services  
Comprehensive Family Support Services  
EXHIBIT C



- 12.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 12.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 12.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
- 12.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

BT

6/19/20

Exhibit C-1, Budget Worksheet

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder Name: **Waypoint**

Budget Request for: **RFP-2021-DEHS-02-COMPR-11 (Comprehensive Family Support Services - Southern)**

Budget Period: **07/01/2020-06/30/2021**

Line Item	Total Project Cost			Contractor Share / Match			Funded by Other Contract Share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	186,825.40	75,143.85	184,870.95				186,825.40	75,143.85	184,870.95
2. Employee Benefits	36,473.95	6,772.00	43,143.95				36,473.95	6,772.00	43,143.95
3. Consultants									
4. Equipment									
Rental									
Repair and Maintenance	1,200.00	600.00	2,000.00				1,200.00	600.00	2,000.00
Purchase/Depreciation	1,000.00	600.00	1,600.00				1,000.00	600.00	1,600.00
5. Supplies:									
Educational	1,000.00		1,000.00				1,000.00		1,000.00
Lab									
Pharmacy									
Medical									
Office	1,700.00	300.00	2,000.00				1,700.00	300.00	2,000.00
6. Travel	4,000.00	1,300.00	5,300.00				4,000.00	1,300.00	5,300.00
7. Occupancy	15,000.00	3,300.00	18,500.00				13,000.00	3,300.00	18,500.00
8. General Expenses									
Telephone	1,200.00	600.00	2,100.00				1,200.00	600.00	2,100.00
Postage	110.00		110.00				110.00		110.00
Subscriptions									
Audit and Legal									
Insurance	1,800.00		1,800.00				1,800.00		1,800.00
Board Expenses									
9. Software									
10. Marketing/Communications	300.00	700.00	700.00				300.00	700.00	700.00
11. Staff Education and Training	2,000.00		2,000.00				2,000.00		2,000.00
12. Subcontract/Agreements	36,000.00	3,000.00	81,000.00				36,000.00	3,000.00	81,000.00
13. Other Organizational Fees	1,200.00		1,200.00				1,200.00		1,200.00
14. Other Interest Expense - Long Term Financing		5,011.00	5,011.00					5,011.00	5,011.00
15. Purchased Services/In-Kind Donations	9,851.18		9,851.18	9,851.18		9,851.18			
<b>TOTAL</b>	<b>306,111.83</b>	<b>82,374.65</b>	<b>382,486.18</b>	<b>9,851.18</b>		<b>9,851.18</b>	<b>296,260.34</b>	<b>82,374.65</b>	<b>342,435.00</b>

Indirect As A Percent of Direct 17.3%

Contractor Initials: **RAT**  
Date: **6/19/20**

Exhibit C-2, Budget Worksheet

New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder Name: Waypoint

Budget Request for: RFP-2021-OEHS-02-COMPR-11 (Comprehensive Family Support Services - Southern)

Budget Period: 07/01/2021-06/30/2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by Other Contract Share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salaries/Wages	186,876.40	28,143.83	194,970.23	-	-	-	186,876.43	28,143.83	194,970.23
2. Employee Benefits	29,473.91	6,720.00	43,143.91	-	-	-	29,473.91	6,720.00	43,143.91
3. Contract Labor	-	-	-	-	-	-	-	-	-
4. Equipment	-	-	-	-	-	-	-	-	-
Rent	-	-	-	-	-	-	-	-	-
Repair and Maintenance	1,200.00	800.00	2,000.00	-	-	-	1,200.00	800.00	2,000.00
Purchase/Depreciation	1,800.00	800.00	1,800.00	-	-	-	1,800.00	800.00	1,800.00
5. Supplies	-	-	-	-	-	-	-	-	-
Educational	1,000.00	-	1,000.00	-	-	-	1,000.00	-	1,000.00
Lab	-	-	-	-	-	-	-	-	-
Pharmacy	-	-	-	-	-	-	-	-	-
Medical	-	-	-	-	-	-	-	-	-
Office	1,700.00	300.00	2,000.00	-	-	-	1,700.00	300.00	2,000.00
6. Travel	4,000.00	1,300.00	5,300.00	-	-	-	4,000.00	1,300.00	5,300.00
7. Occupancy	15,000.00	3,500.00	18,500.00	-	-	-	15,000.00	3,500.00	18,500.00
8. Current Expenses	-	-	-	-	-	-	-	-	-
Telephone	1,500.00	600.00	2,100.00	-	-	-	1,500.00	600.00	2,100.00
Postage	110.00	-	110.00	-	-	-	110.00	-	110.00
Subscriptions	-	-	-	-	-	-	-	-	-
Audit and Legal	-	-	-	-	-	-	-	-	-
Insurance	1,800.00	-	1,800.00	-	-	-	1,800.00	-	1,800.00
Goods Expenses	-	-	-	-	-	-	-	-	-
9. Software	-	-	-	-	-	-	-	-	-
10. Marketing/Communications	500.00	200.00	700.00	-	-	-	500.00	200.00	700.00
11. Staff Education and Training	2,000.00	-	2,000.00	-	-	-	2,000.00	-	2,000.00
12. Subcontracts/Agreements	58,000.00	5,000.00	61,000.00	-	-	-	58,000.00	5,000.00	61,000.00
13. Other Organizational Dues	1,200.00	-	1,200.00	-	-	-	1,200.00	-	1,200.00
14. Other Indirect Expense - Long term Financing	-	3,011.18	3,011.18	-	-	-	-	3,011.18	3,011.18
15. Purchased Services/In-Kind Donations	9,851.18	-	9,851.18	9,851.18	-	9,851.18	-	-	9,851.18
<b>TOTAL</b>	<b>308,111.53</b>	<b>62,374.68</b>	<b>370,486.19</b>	<b>9,851.18</b>	<b>-</b>	<b>9,851.18</b>	<b>298,260.33</b>	<b>62,374.68</b>	<b>342,635.00</b>

Indirect As A Percent of Direct 17.3%

Contract Initialed: *[Signature]*  
Date: 6/19/20

Exhibit C-3, Budget Worksheet

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD											
Slender Name: Weymouth											
Budget Request for: RFP-2021-02HS-02-COMPR-11 (Comprehensive Family Support Services)											
Budget Period: 07/01/2022-06/30/2023											
Line Item	Total Program Cost			Contractor Share / Match			Funded by Direct contract share				
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Total Salary/Wages	\$ 188,826.40	\$ 29,143.95	\$ 217,970.35				\$ 188,826.40	\$ 29,143.95	\$ 217,970.35		
2. Employee Benefits	\$ 26,423.95	\$ 8,720.00	\$ 35,143.95				\$ 26,423.95	\$ 8,720.00	\$ 35,143.95		
3. Consultants											
4. Equipment											
Rental											
Repair and Maintenance	\$ 1,200.00	\$ 800.00	\$ 2,000.00				\$ 1,200.00	\$ 800.00	\$ 2,000.00		
Purchase/Depreciation	\$ 1,000.00	\$ 800.00	\$ 1,800.00				\$ 1,000.00	\$ 800.00	\$ 1,800.00		
5. Supplies:											
Educational	\$ 1,000.00		\$ 1,000.00				\$ 1,000.00		\$ 1,000.00		
Lab											
Pharmacy											
Medical											
Office	\$ 1,700.00	\$ 200.00	\$ 2,000.00				\$ 1,700.00	\$ 200.00	\$ 2,000.00		
6. Travel	\$ 4,000.00	\$ 1,300.00	\$ 5,300.00				\$ 4,000.00	\$ 1,300.00	\$ 5,300.00		
7. Occupancy	\$ 15,000.00	\$ 3,500.00	\$ 18,500.00				\$ 15,000.00	\$ 3,500.00	\$ 18,500.00		
8. Current Expenses:											
Telephone	\$ 1,500.00	\$ 800.00	\$ 2,300.00				\$ 1,500.00	\$ 800.00	\$ 2,300.00		
Postage	\$ 110.00		\$ 110.00				\$ 110.00		\$ 110.00		
Subscriptions											
Audit and Legal											
Insurance	\$ 1,800.00		\$ 1,800.00				\$ 1,800.00		\$ 1,800.00		
Board Expenses											
9. Software											
10. Marketing/Communications	\$ 300.00	\$ 700.00	\$ 1,000.00				\$ 300.00	\$ 700.00	\$ 1,000.00		
11. Staff Education and Training	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00		
12. Business/Professional Services	\$ 36,000.00	\$ 5,000.00	\$ 41,000.00				\$ 36,000.00	\$ 5,000.00	\$ 41,000.00		
13. Other Organizational Costs	\$ 1,200.00		\$ 1,200.00				\$ 1,200.00		\$ 1,200.00		
14. Other Interest Expense - Long term Financing		\$ 5,011.00	\$ 5,011.00					\$ 5,011.00	\$ 5,011.00		
15. Purchasing Services/In-House Donations	\$ 9,831.18		\$ 9,831.18	\$ 9,831.18		\$ 9,831.18					
<b>TOTAL</b>	\$ 208,111.53	\$ 62,374.66	\$ 270,486.19	\$ 9,831.18		\$ 9,831.18	\$ 198,280.35	\$ 52,374.65	\$ 250,655.00		
Indirect AS A Percent of Direct 17.5%											

Contractor Initials: BAT  
Date: 6/19/20

Exhibit C-A, Budget Worksheet

New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder Name: Waypoint

Budget Request for: RFP-2021-DEHS-02-COMPR-11 (Comprehensive Family Support Services - Southern)

Budget Period: 07/01/2023-06/30/2024

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	3	108,825.40	28,143.85	136,969.25			108,825.40	28,143.85	136,969.25
2. Employee Benefits	3	36,423.95	6,720.00	43,143.95			36,423.95	6,720.00	43,143.95
3. Consultants	3								
4. Equipment	3								
Rental	3								
Repair and Maintenance	3	1,200.00	600.00	2,000.00			1,200.00	600.00	2,000.00
Purchase/Depreciation	3	1,000.00	800.00	1,800.00			1,000.00	800.00	1,800.00
5. Supplies	3								
Educational	3	1,000.00		1,000.00			1,000.00		1,000.00
Lab	3								
Pharmacy	3								
Medical	3								
Office	3	1,700.00	300.00	2,000.00			1,700.00	300.00	2,000.00
6. Travel	3	4,000.00	1,300.00	5,300.00			4,000.00	1,300.00	5,300.00
7. Occupancy	3	13,000.00	2,300.00	15,300.00			13,000.00	2,300.00	15,300.00
8. Current Expenses	3								
Telephone	3	1,500.00	600.00	2,100.00			1,500.00	600.00	2,100.00
Postage	3	110.00		110.00			110.00		110.00
Subscriptions	3								
Auto and Legal	3								
Insurance	3	1,800.00		1,800.00			1,800.00		1,800.00
Board Expenses	3								
9. Software	3								
10. Marketing/Communications	3	300.00	200.00	500.00			300.00	200.00	500.00
11. Staff Education and Training	3	2,000.00		2,000.00			2,000.00		2,000.00
12. Subcontract/Agreements	3	58,000.00	3,000.00	61,000.00			58,000.00	3,000.00	61,000.00
13. Other Organizational Fees	3	1,200.00		1,200.00			1,200.00		1,200.00
14. Other Interest Expense - Long Term Financing	3		5,011.00	5,011.00				5,011.00	5,011.00
15. Purchased Services/In-Kind Donations	3	8,851.18		8,851.18	8,851.18		8,851.18		8,851.18
<b>TOTAL</b>		<b>300,111.83</b>	<b>62,374.85</b>	<b>362,486.68</b>	<b>8,851.18</b>		<b>290,240.34</b>	<b>62,374.85</b>	<b>352,615.19</b>

Indirect As A Percent of Direct 17.5%

Contractor Initials: *ES*  
Date: 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit D



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

New Hampshire Department of Health and Human Services  
Exhibit D



has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
  - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

- 2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Erin Alvarez de la Cruz  
Title: President/CEO

Vendor Initials [Signature]  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit E



CERTIFICATION REGARDING LOBBYING

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

- \*Temporary Assistance to Needy Families under Title IV-A
- \*Child Support Enforcement Program under Title IV-D
- \*Social Services Block Grant Program under Title XX
- \*Medicaid Program under Title XIX
- \*Community Services Block Grant under Title VI
- \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6/19/20  
Date

Vendor Name: WAYBORN  
*[Signature]*  
Name: *[Signature]*  
Title: President/CEO

*[Signature]*

6/19/20

New Hampshire Department of Health and Human Services  
Exhibit F



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

New Hampshire Department of Health and Human Services  
Exhibit F



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- 11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (11)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

- 13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
- 14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Bonita Alvarez de Toledo  
Title: President / CO.

Vendor Initials BFT  
Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit G



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Vendor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Vendor Initials Bar

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services  
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Vendor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Vendor agrees to comply with the provisions indicated above.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Steph Alvarez de Toledo  
Title: President / CEO

Exhibit G

Certification of Compliance with requirements pertaining to Federal Non-discrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Vendor Initials

[Signature]

Date 6/19/20

New Hampshire Department of Health and Human Services  
Exhibit H



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Vendor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Vendor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

6/19/20  
Date

Vendor Name: WAYPOINT  
[Signature]  
Name: Sofia Alvarez de Toledo  
Title: President / CEO

Vendor Initials: [Signature]  
Date: 6/19/20

New Hampshire Department of Health and Human Services



Exhibit I

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. "**Breach**" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "**Business Associate**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "**Covered Entity**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "**Designated Record Set**" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "**Data Aggregation**" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "**Health Care Operations**" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "**HITECH Act**" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "**HIPAA**" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "**Individual**" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "**Privacy Rule**" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "**Protected Health Information**" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Exhibit I  
Health Insurance Portability Act  
Business Associate Agreement  
Page 1 of 6

Contractor Initials

*[Handwritten Signature]*

Date 6/19/20

New Hampshire Department of Health and Human Services



Exhibit I

- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

BAC

6/19/20

New Hampshire Department of Health and Human Services



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.

- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:

- o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- o The unauthorized person used the protected health information or to whom the disclosure was made;
- o Whether the protected health information was actually acquired or viewed
- o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

3/2014

Contractor Initials

BAC

Date 6/19/20

New Hampshire Department of Health and Human Services



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

3/2014

Contractor Initials SA

Date 5/19/20

## New Hampshire Department of Health and Human Services



## Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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Contractor Initials

BAT

Date 5/19/20



New Hampshire Department of Health and Human Services

Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services	<u>WAYPOINT</u>
The State	Name of the Contractor
<u>Caroline Faulkner</u>	<u>[Signature]</u>
Signature of Authorized Representative	Signature of Authorized Representative
<u>Christine Santaniello</u>	<u>[Signature]</u>
Name of Authorized Representative	Name of Authorized Representative
<u>Director, D&amp;HS</u>	<u>President / CEO</u>
Title of Authorized Representative	Title of Authorized Representative
<u>6/23/20</u>	<u>6/19/20</u>
Date	Date

New Hampshire Department of Health and Human Services  
Exhibit J



**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY  
ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

6/19/20  
Date

Contractor Name: WayPoint  
[Signature]  
Name: Bojia Alvarez de Toledo  
Title: President / CEO

Contractor Initials [Signature]  
Date 6/19/20



New Hampshire Department of Health and Human Services  
Exhibit J

**FORM A**

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

- 1. The DUNS number for your entity is: 09-550-5905
- 2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO                       YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

- 3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO                       YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

- 4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

New Hampshire Department of Health and Human Services  
Exhibit K  
DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology; U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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request for disclosure on the basis, that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

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the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct on-site inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

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5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

- A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

- B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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