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

Lori A. Weaver  
 Commissioner

Katja S. Fox  
 Director

129 PLEASANT STREET, CONCORD, NH 03301  
 603-271-9544 1-800-852-3345 Ext. 9544  
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November 19, 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 for Behavioral Health, to enter into **Retroactive, Sole Source** amendments to existing contracts, which were originally competitively bid, with the Contractors listed below to add funding and extend the contracts beyond the available renewal options to avoid a gap in services while the Department reprocures for Workforce Readiness and Vocational Training Programs for individuals with opioid and/or stimulant use disorder, by increasing the total price limitation by \$237,000 from \$1,480,936 to \$1,717,936 and by extending the completion dates from September 29, 2024 to June 30, 2025, effective retroactive September 30, 2024, upon Governor and Council approval. 100% Federal Funds.

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

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Archways Tilton, NH	310158	Greater Tilton Area	\$611,063	\$97,500	\$708,563	O: 08/14/19 (Item #10) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35) A3: 11/02/22 (Item #18) A4: 9/20/23 (Item #42)
Granite Pathways Concord, NH	228900	Statewide	\$869,873	\$139,500	\$1,009,373	O: 09/18/19 (Item #19) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35) A3: 11/02/22 (Item #18) A4: 9/20/23 (Item #42)
<b>Total:</b>			<b>\$1,480,936</b>	<b>\$237,000</b>	<b>\$1,717,936</b>	

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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Funds are available in the following accounts for State Fiscal Year 2025, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

**EXPLANATION**

This request is **Retroactive** to avoid delays or gaps that would result in reduced or loss of access and supports for individuals in need of these critical services. The Federal awarding agency notified the Department on September 24, 2024, of the availability of funding beyond the contracts' completion dates of September 29, 2024. Due to the delayed notification from the Federal awarding agency, the Department was unable to present this request to the Governor and Council prior to the contracts expiring. This request is **Sole Source** because the Department is requesting to extend the contracts, which were originally competitively bid, beyond the completion dates and there are no renewal options available. Due to the limited timeframe between the funding notification from the Federal awarding agency and the contract expiration date, there are no known viable alternatives to these Contractors, who have expertise with workforce readiness programs that are specifically tailored for individuals with opioid and/or stimulant use disorders. This request will allow the Contractors to continue to serve current participants without gaps or delays in service and avoid reduced or loss of access to these critical supports. The Department intends to reprocure for these services.

The purpose of this request is to allow the Department to add funding and extend the contracts beyond the available renewal options to avoid a gap in services while the Department reprocures for Workforce Readiness and Vocational Training Programs for individuals with opioid and/or stimulant use disorder.

Approximately 75 individuals will be served from September 29, 2024, to June 30, 2025, who, on average, engage with the vocational training supports and workforce readiness programs 300 days during the one-year period.

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

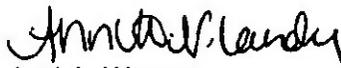
The Department will continue to monitor services through the review of monthly data reports and periodic surveys.

Should the Governor and Executive Council not authorize this request, there will be a gap in Workforce Readiness and Vocational Training Programs for individuals with opioid and/or stimulant use disorder while the Department reprocures for these services.

Source of Federal Funds: Assistance Listing Number #93.788, FAIN #H79TI087843

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

Respectfully submitted,

  
Lori A. Weaver  
Commissioner

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

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

Vendor Name		Archways		Vendor # 310158		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057046	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$66,667.00	\$0.00	\$66,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$93,000.00	\$0.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$31,000.00	\$0.00	\$31,000.00
2023	074-500589	Welfare Assistance	92057059	\$97,500.00	\$0.00	\$97,500.00
2024	074-500589	Welfare Assistance	92057059	\$130,000.00	\$0.00	\$130,000.00
2025	074-500589	Welfare Assistance	92057062	\$32,500.00	\$0.00	\$32,500.00
2025	074-500589	Welfare Assistance	92057070	\$0.00	\$97,500.00	\$97,500.00
Sub Total				\$611,063.00	\$97,500.00	\$708,563.00

Vendor Name		Granite Pathways		Vendor # 228900		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057046	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$139,500.00	\$0.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$46,500.00	\$0.00	\$46,500.00
2023	074-500589	Welfare Assistance	92057059	\$139,500.00	\$0.00	\$139,500.00
2024	074-500589	Welfare Assistance	92057059	\$186,000.00	\$0.00	\$186,000.00
2025	074-500589	Welfare Assistance	92057062	\$46,500.00	\$0.00	\$46,500.00
2025	074-500589	Welfare Assistance	92057070	\$0.00	\$139,500.00	\$139,500.00
Sub Total				\$869,873.00	\$139,500.00	\$1,009,373.00

<b>Overall Total</b>	<b>\$1,480,936.00</b>	<b>\$237,000.00</b>	<b>\$1,717,936.00</b>
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**State of New Hampshire  
Department of Health and Human Services  
Amendment #5**

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

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 14, 2019 (Item #10), as amended on February 17, 2021 (Item #20), as amended on October 13, 2021 (Item #35), as amended on November 2, 2022 (Item #18), and as amended on September 20, 2023 (Item #42), 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, 2025
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$708,563
3. Modify Exhibit A, Amendment #4, Scope of Services; Section 2.8.5 to read:  
2.8.5 Utilize Motivational Interviewing to increase individuals' willingness and readiness to seek education or employment opportunities.
4. Modify Exhibit A, Amendment #4, Scope of Services; Section 2.11.3 to read:  
2.11.3 Prior or current criminal justice involvement.
5. Modify Exhibit A, Amendment #4, Scope of Services; by adding Section 2.19, to read:  
2.19. The Contractor shall meet with the Department within 60 business days of the resulting contract effective date to review contract deliverables, grant guideline, and implementation for the resulting Agreement.
6. Modify Exhibit A, Amendment #4, Scope of Services; by adding Section 2.20, to read:  
2.20. The Contractor shall utilize the Department's closed loop referral solution, and if applicable, the admission, discharge, and transfer solution (referred to collectively as the NH Care Connections Network) for referrals between health and/or human service providers within New Hampshire as the option for referral management and care connections. Utilization includes inputting information and data as necessary into the Department's NH Care Connections Network to facilitate referrals to participating providers, signing any required Network Participation Agreement, and obtaining a participant specific consent for services, including, as required by 42 CFR Part 2.31 identifying all uses and disclosures of the individual's Part 2 record or information by the NHCCN.  
2.20.1. The Department's contracts for the NH Care Connections Network incorporate all the costs of developing and maintaining the standards based interface from which the Contractor may choose to configure their systems to communicate securely with the Department's NH Care Connections Network solutions. The Contractor may opt to interface with the Department's closed loop referral solution, and if applicable, the

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admission, discharge, and transfer solution utilizing a Smart on FHIR or HL-7 standard interface process to connect individuals to health and social service providers. **The costs for the Contractor's system or team to develop or utilize the standard Smart of FHIR or HL-7 based interface are the sole responsibility of the Contractor.**

7. Modify Exhibit A, Amendment #4, Scope of Services; Section 3, to read:

3. Reporting

- 3.1. The Contractor shall provide the Department with client-level, non-identifiable data that supports contract deliverables. The Contractor shall ensure client-level, non-identifiable data excludes information allowing the individual to be identified or constructively identified. Constructively identified, means that by using the information provided and what is reasonably and predictably available to a predictable recipient of the information the individual could be identified. Vendor shall provide non-identified data from which there is no reasonable basis to believe that the data used alone or in combination with other reasonably available information, could be used to identify an individual who is a subject of the information.
- 3.2. The Contractor shall ensure compliance with 42 CFR Part 2 and confidentiality consent, notices, and requirements, as applicable to any data collected or reported.
- 3.3. The Contractor shall collect data on services provided through the resulting Agreement to ensure progress towards program goals and deliverables. The Contractor shall ensure data includes, but is not limited to:
  - 3.3.1. Number and type of recruitment activities for individuals with an OUD/StimUD.
  - 3.3.2. Number of individuals in the program with demographics such as age, gender, race and ethnicity.
  - 3.3.3. Vocational services provided per individual.
  - 3.3.4. Start date of employment per individual.
  - 3.3.5. Type of position per individual.
  - 3.3.6. Name of employers per individual.
  - 3.3.7. Length of employment per individual.
  - 3.3.8. Number of employers recruited per month.
  - 3.3.9. Types of supports provided to employers to recruit, hire, and retain individuals in recovery per month.
  - 3.3.10. Any/all exceptions of individuals not attending the training programs provided.
- 3.4. The Contractor shall report all, if any, exceptions for individuals who do not attend available training programs.
- 3.5. The Contractor shall submit monthly reports to the Department, on the 15th working day of the following month, in a format and via a secure method approved by the Department, inclusive of the Department-approved Closed Loop Referral platform, as applicable. The Contractor shall ensure reports include client-level, de-identified data identified above.
- 3.6. The Contractor shall report on required data points specific to the SOR grant, as identified by SAMHSA over the grant period.
- 3.7. The Contractor may be required to prepare and submit ad hoc data reports, respond to periodic surveys, and other data collection requests as deemed necessary by the

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Department or SAMHSA including PII.

- 3.8. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.
8. Modify Exhibit A, Amendment #4, Scope of Services; Section 4, to read:
  4. Government Performance Results Act
    - 4.1. The Contractor shall administer or coordinate the administration of Government Performance Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 initial interview and associated follow-ups at six (6) months and discharge for all individuals receiving program services.
    - 4.2. The Contractor shall provide individuals served with clear guidance about the uses and disclosures of the information provided to complete the GPRA, and the use and disclosure of the Part 2 information or other PHI required in order to complete the GPRA. The Contractor shall also provide staff training regarding the confidentiality of the identifiable information included in the GPRA.
    - 4.3. The Contractor shall provide or coordinate ongoing follow-up and support of individuals engaged in services until a discharge GPRA interview is completed. The Contractor shall ensure:
      - 4.3.1. Staff confirms a confidential means of communicating with each individual engaged in services to provide or coordinate ongoing follow up and support;
      - 4.3.2. Contact with each individual is attempted during a time when the individual would normally be available. Contact shall be made in person, by telephone, or by an alternative method approved by the Department, according to the following guidelines:
        - 4.3.2.1. If the first contact attempt is not successful, a second contact attempt shall be made no sooner than two (2) business days and no later than three (3) business days after the first attempt; and
        - 4.3.2.2. If the second contact attempt is not successful, a third contact attempt shall be made no sooner than two (2) business days and no later than three (3) business days after the second attempt;
      - 4.3.3. Each successful contact shall include, but not be limited to:
        - 4.3.3.1. Inquiring on the status of each individual's recovery and experience with their external service provider;
        - 4.3.3.2. Identifying individual needs;
        - 4.3.3.3. Assisting the individual with addressing identified needs.; and
        - 4.3.3.4. Providing early intervention to individuals who have resumed use;
      - 4.3.4. When the follow-up identified above results in a determination that the individual is at risk of self-harm, the Contractor shall proceed in alignment with their crisis response policy and procedure; and
      - 4.3.5. All efforts of contact are clearly documented in the individual's electronic health record, or in a format approved by the Department, and are available to the Department upon request.
    - 4.4. The Contractor shall ensure the GPRA interviews are attempted at the following

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intervals:

- 4.4.1. At the time of intake or no later than seven (7) calendar days after intake;
  - 4.4.2. Five (5) to eight (8) months post intake. The window for this interview opens five (5) months after the intake interview; and
  - 4.4.3. Upon discharge from the initially referred service.
  - 4.5. The Contractor shall ensure completed GPRA data is entered into the Department-approved system, at a minimum of the following intervals:
    - 4.5.1. At the time of intake or no later than seven (7) calendar days after the GPRA interview is conducted;
    - 4.5.2. Five (5) to eight (8) months post intake; and
    - 4.5.3. Upon discharge from the initially referred service.
  - 4.6. The Contractor shall document any loss of contact with participants in the Department-approved system using the appropriate process and protocols as defined by SAMHSA and through technical assistance provided under the SOR grant.
  - 4.7. The Contractor shall ensure contingency management strategies are utilized to increase participant engagement in follow-up GPRA interviews. Contingency management strategies may include, but are not limited to, gift cards provided to individuals for follow-up participation at each follow-up interview. The Contractor shall ensure gift cards:
    - 4.7.1. Do not exceed \$30 in value, in accordance with federal guidelines, set forth by SAMHSA; and
    - 4.7.2. Are used solely to incentivize GPRA interview completion and not used to incentivize participation in treatment.
9. Modify Exhibit A, Amendment #4, Scope of Services; Section 5, to read:
5. State Opioid Response (SOR) Grant Standards
- 5.1. The Contractor shall ensure they, and any provider which referrals are made to:
    - 5.1.1. Only provide and/or prescribe medications for Opioid Use Disorder (OUD), as clinically appropriate, that are approved by the Food and Drug Administration;
    - 5.1.2. Only provide medical withdrawal management services to individuals supported by SOR grant funds if the withdrawal management services are accompanied by the use of injectable extended-release naltrexone, as clinically appropriate; and
    - 5.1.3. Ensure staff trained in Presumptive Eligibility for Medicaid are available to assist individuals with public or private health insurance enrollment.
    - 5.1.4. Comply with 42 CFR Part 2 as applicable and related to any referrals and provider services.
  - 5.2. The Contractor shall ensure individuals receiving services, rendered from SOR funds, have a documented history or current diagnoses of Opioid Use Disorder or Stimulant Use Disorders (OUD/StimUD) or are at risk for such.
  - 5.3. The Contractor shall ensure that SOR grant funds are not used to purchase, prescribe, or

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provide cannabis or for providing treatment using cannabis. The Contractor shall ensure:

- 5.3.1. Treatment in this context includes the treatment of OUD/StimUD;
  - 5.3.2. Grant funds are not provided to any individual or organization that provides or permits cannabis use for the purposes of treating substance use or mental health disorders; and
  - 5.3.3. This cannabis restriction applies to all subcontracts and Memorandums of Understanding that receive SOR funding.
- 5.4. The Contractor shall utilize SOR funding, as needed, to ensure Naloxone kits are available to individuals receiving services through this Agreement.
- 5.4.1. If the Contractor intends to distribute test strips, the Contractor shall provide a test strip utilization plan to the Department for approval prior to implementation. The Contractor shall ensure the utilization plan includes, but is not limited to:
    - 5.4.1.1. Internal policies for the distribution of test strips;
    - 5.4.1.2. Distribution methods and frequency; and
    - 5.4.1.3. Other key data as requested by the Department.
  - 5.4.2. The Contractor shall provide services to eligible individuals who:
    - 5.4.2.1. Receive MOUD services from other providers, including the individual's primary care provider;
    - 5.4.2.2. Have co-occurring substance use and mental health disorders; or
    - 5.4.2.3. Are on medications and are taking those medications as prescribed regardless of the class of medication.
- 5.5. The Contractor shall ensure individuals who refuse to consent to information sharing with the Doorways do not receive services utilizing SOR funding.
- 5.6. The Contractor shall ensure individuals who rescind consent to information sharing with the Doorways do not receive any additional services utilizing SOR funding.
- 5.7. The Contractor shall collaborate with the Department and other SOR funded vendors, as requested and directed by the Department, to improve GPRA collection.
- 5.8. The Contractor shall comply with all appropriate Department, State of NH, SAMHSA, and other Federal terms, conditions, and requirements.
10. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
- 1. This Agreement is funded by 100% Federal funds from the State Opioid Response Grant, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Assisted Listing Number (ALN) 93.788, as awarded on:
    - 1.1. 09/30/2018, FAIN H79TI081685;
    - 1.2. 09/30/2020, FAIN H79TI083326;
    - 1.3. 08/09/2021, FAIN H79TI083326;
    - 1.4. 09/23/2022, FAIN H79TI085759;
    - 1.5. 09/01/2023, FAIN H79TI085759; and
    - 1.6. 09/24/2024, FAIN H79TI087843

11. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to

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read:

3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1 Budget through Exhibit B-12, Amendment #5, SOR IV Budget.
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12. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5.1.3., to read:
    - 5.1.3. Invoices shall not include unallowable expenses, as reference below:
      - 5.1.3.1. SOR IV Notice of Funding Opportunity, page 31: FY 2022 State Opioid Response Grants (smhsa.gov); and
      - 5.1.3.2. SAMHSA's Standards for Financial Management and Standard Funding Restrictions, page 36: FY 2024 Substance Abuse and Mental Health Services Administration (SAMHSA) Notice of Funding Opportunity (NOFO) Application Guide.
  13. Add Exhibit B-12, Amendment #5, SOR IV Budget, which is attached hereto and incorporated by reference herein.

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All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to September 30, 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

11/20/2024  
Date

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

Archways

11/19/2024  
Date

Signed by:  
*Mark Watman*  
Name: Mark Watman  
Title: Vice President/COO

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

OFFICE OF THE ATTORNEY GENERAL

11/20/2024

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:

Exhibit B-12, Amendment #5, SOR IV Budget

New Hampshire Department of Health and Human Services	
<b>Contractor Name:</b> Archways	
<b>Budget Request for:</b> Workforce Readiness & Vocational Programs for Individuals with Opioid and/or Stimulant Use Disorder	
<b>Budget Period:</b> SFY25 (9/30/2024 - 6/30/2025)	
<b>Indirect Cost Rate (if applicable):</b> 0	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$53,000
2. Fringe Benefits	\$15,000
3. Consultants	\$19,000
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$750
6. Travel	\$1,500
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$2,250
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$3,000
Other (please specify)	\$3,000
Other (please specify)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$97,500</b>
<b>Total Indirect Costs</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$97,500</b>

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Contractor Initials: \_\_\_\_\_

Date: 11/19/2024

# 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 ARCHWAYS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 09, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 733566

Certificate Number: 0006788069



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 4th day of October A.D. 2024.

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

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

Brad Davis

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 Archways  
(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 October 9, 2024, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Mark Watman, Vice President (may list more than one person)  
(Name and Title of Contract Signatory)

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

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

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

Dated: 11/7/2024

Signed by:

Brad Davis

E754E9AE72DC447

Signature of Elected Officer

Name: Brad Davis

Title: Board President



GREATIL-01

LCOONEY

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
11/7/2024

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> A W Frost Agency, Inc. 354 Central Street Franklin, NH 03235	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (603) 934-3319	FAX (A/C, No): (603) 934-7227
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b>  Archways 5 Prospect St Tilton, NH 03276	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A: Mount Vernon Fire Insurance	
	INSURER B: Progressive Insurance Group	
	INSURER C: AmTrust North America, Inc.	
	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
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"/> PROJ <input type="checkbox"/> LOC OTHER:			NPP2567856F	2/1/2024	2/1/2025	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 - COM/OP AGG \$ 3,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			00943918	1/27/2024	7/27/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3705338	4/2/2024	4/2/2025	PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Hired & Non-Owned Auto Liability included in General Liability limits.

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Department of Health & Human Services 129 Pleasant St 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 <i>Lori A. Cooney</i>
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Archways Community Resource Centers - Tilton, Franklin, Concord, Plymouth

**MISSION:** To strengthen and empower families and the Archways Community Resource Center communities by promoting health, well-being, and self-sufficiency through positive relationships, support, collaboration, and education

**VISION:** To be a Community Resource Center of Quality, certified by the Council on Accreditation of Peer Recovery Support Services and the National Standards of Quality for Family Resource Centers... a place where all community members feel welcomed to ask questions and find connections to information and resources that strengthen and empower the people of our community.

# MONTHLY FINANCIAL SUMMARY

Prepared by Donna Southwell, YPTC



September 2024 | Calendar Year-End December 31, 2024

## EXECUTIVE SUMMARY

As of September 30, 2024, the organization has demonstrated strong financial performance over the past nine months, with total revenues reaching approximately \$1.9M. This success is attributed to grant income, which accounts for around \$1.7M, underscoring the effectiveness of the funding strategies from state, federal, and foundation sources. The organization's cash position has improved significantly, with cash and cash equivalents increasing to \$537K, enhancing its liquidity and operational flexibility. Expenses have been managed effectively, totaling about \$1.5M, with personnel-related costs being the largest expenditure.

## RECOMMENDATIONS:

- **Liquidity Management:**
  - We will collaborate with the team to incorporate a 2024 budget which will allow us to include a rolling forecast in the future reporting package.
- **Debt Levels:**
  - Total non-current liabilities amount to \$499K.
  - The organization should develop a strategy to reduce debt: build a reserve fund to reduce reliance on external borrowing.
- **Fixed Asset Management:**
  - The organization has invested significantly in fixed assets, with a net value of \$732K.
  - Develop a fixed asset management plan that includes regular maintenance schedules, asset utilization reviews, and a strategy for asset replacement or disposal.
- **Recommendations**
  - To effectively manage the restricted grants received in cash that are earmarked for future expenditures, consider placing these funds in a separate bank account. This approach will enhance the organization's ability to track and manage these funds, providing clearer visibility into what remains to be spent improving overall cash position management.

## ATTACHMENTS

- Statement of Financial Position As of September 30, 2024
- Statements of Activities for the Month of September and Year to Date as of September 30, 2024
- Statement of Cash Flows As of September 30, 2024

**Archways**  
**Statement of Financial Position**  
**As of September 30, 2024**

		<u>September 30, 2024</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$	536,965
Accounts receivable		282,841
Grants receivable		200,000
Prepaid expenses		17,887
Other current assets		32,239
<b>Total Current Assets</b>		<u>1,069,933</u>
<b>Non-Current Assets</b>		
Fixed assets, net		732,386
<b>Total Non-Current Assets</b>		<u>732,386</u>
<b>TOTAL ASSETS</b>	\$	<u><u>1,802,319</u></u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts payable	\$	39,281
Credit cards		15,304
Other current liabilities		32,097
<b>Total Current Liabilities</b>		<u>86,682</u>
<b>Non-Current Liabilities</b>		
Notes payable - Franklin Savings Bank		168,647
Notes payable - Parsons and Sons		329,950
<b>Total Non-Current Liabilities</b>		<u>498,596</u>
<b>Total Liabilities</b>		585,278
 <b>Net Assets</b>		
With donor restrictions		278,714
Without donor restrictions		571,180
Change in net assets	\$	367,146
<b>Total Net Assets</b>		<u>1,217,041</u>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	 \$	 <u><u>1,802,319</u></u>

**Archways**  
**Statements of Activities**  
**For the Month of September and Year to Date as of September 30, 2024**

	<u>Month-to-Date</u> <u>September 30, 2024</u>	<u>Year-to-Date</u> <u>September 30, 2024</u>
<b>REVENUES</b>		
<b>Grant income</b>		
Grants - State	\$ 91,267	\$ 1,033,236
Grants - Federal	25,882	246,690
Grants - Foundation	24,250	403,896
<b>Total Grant income</b>	<b>141,399</b>	<b>1,683,821</b>
<b>Other revenue</b>		
Medicaid income	152	52,119
Rental income	3,316	30,704
Training income	250	3,250
Donations	18,151	90,452
Miscellaneous income	2,586	12,211
<b>Total Other revenue</b>	<b>24,455</b>	<b>188,735</b>
<b>TOTAL REVENUES</b>	<b>165,854</b>	<b>1,872,557</b>
<b>EXPENSES</b>		
<b>Personnel related expenses</b>		
Salaries and wages	64,209	718,614
Payroll taxes	5,525	59,151
Fringe	17,469	108,492
Payroll processing fees	503	9,107
<b>Total Personnel related expenses</b>	<b>87,706</b>	<b>895,365</b>
<b>Operating costs</b>		
Facilities	15,496	173,153
Consulting support	29,100	204,151
Dues and subscriptions	115	7,082
Training and professional development	2,830	25,444
Computer and office supplies	\$ 7,337	\$ 60,506
Insurance	1,292	13,578
Travel	1,390	21,148
Depreciation	4,110	33,748
<b>Total Operating costs</b>	<b>61,669</b>	<b>538,809</b>
<b>Program expenses</b>		
Participant resources	4,130	66,694
Training and materials		4,543
<b>Total Program expenses</b>	<b>4,130</b>	<b>71,237</b>
<b>TOTAL EXPENSES</b>	<b>153,504</b>	<b>1,505,411</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 12,350</b>	<b>\$ 367,146</b>

UNAUDITED - For Management Use Only.

Archways  
Statement of Cash Flows  
As of September 30, 2024

	<u>As of</u> <u>September 30, 2024</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	\$ 367,146
<b>Adjustments to Reconcile Net Income to Net Cash Provided By Operations</b>	
Accounts/Grants receivable	(11,617)
Prepaid expenses	(480)
Other current assets	2,000
Depreciation	33,747
Payroll liabilities	(28,842)
Accounts payable	25,396
Credit cards	13,767
<b>Total Adjustments to Reconcile Net Income to Net Cash Provided by Operations</b>	<u>33,971</u>
<b>Net Cash Provided by Operating Activities</b>	<u>401,117</u>
<b>INVESTING ACTIVITIES</b>	
Purchase of fixed assets	(70,060)
<b>Net Cash Provided by Investing Activities</b>	<u>(70,060)</u>
<b>FINANCING ACTIVITIES</b>	
Notes payable	(25,876)
Other liabilities	(7,640)
<b>Net Cash Provided by Financing Activities</b>	<u>(33,515)</u>
<b>NET CASH INCREASE FOR PERIOD</b>	297,542
Cash, Beginning of Period	<u>239,423</u>
<b>Cash, End of Period</b>	<u>\$ 536,965</u>

### Archways Board of Directors 2024

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

# CHAD WILSON



## SUMMARY

Proficient recovery coach experienced in building successful client relationships to improve treatment success. Skilled conflict manager with a thorough approach. Desiring new professional challenges in a environment.

## SKILLS

- Boundary Setting
- Goal Setting
- Intervention Planning
- Client Advocacy
- Treatment Goals
- Resource advocacy

## EXPERIENCE

### **RECOVERY COACH (CRSW) | 03/2024 to Current** **Archways - Concord , NH**

- Assessed risk factors associated with relapse triggers and provided proactive interventions as needed.
- Created a safe space for open dialogue about difficult topics such as shame, guilt, trauma, grief.
- Adhered to ethical guidelines established by professional organizations such as NAADAC or ICRCP.
- Provided peer recovery support to individuals in early stages of recovery from substance use disorder.
- Participated in continuing education opportunities related to substance use disorders or mental health conditions.

### **PROGRAM COORDINATOR | 10/2012 to 03/2022** **Adult and Teen Challenge - Manchester , NH**

- Developed and implemented program activities according to established goals and objectives.
- Provided guidance and support to program participants in navigating resources, services, and opportunities.
- Maintained up-to-date records related to program activities.
- Prepared reports on progress towards program goals for management review.
- Monitored program budgets, expenditures, and resource utilization while making recommendations as needed.
- Organized special events related to the promotion or awareness of the program's mission or purpose.

### **MATERIAL HANDLER | 04/2008 to 08/2011** **School Specialties Inc - Nashua , NH**

- Received and distributed incoming materials to designated areas.
- Inspected materials for any damages or defects upon receipt.
- Operated forklift in a safe manner to move large shipments within the facility.
- Assisted with physical inventories as needed by counting parts accurately and quickly.
- Investigated discrepancies between inventory records and actual stock on hand.
- Managed work area cleanliness by following company guidelines for organization.

## EDUCATION AND TRAINING

### **Nashua High School South - Nashua, NH**

GED



CERTIFICATIONS

- CRSW
- CPR
- Families in Recovery
- Parenting a second Time Around

# Richard Lavoy



Dedicated professional with more than 10 years' experience in the food service industry. Technical skill with a variety of cooking methods, ingredients, equipment, and procedures. Expertise successfully delivering industry best practices in food quality and customer service. Quick to adapt to rapidly shifting priorities and demanding environments.

Authorized to work in the US for any employer

## Work Experience

### **Chef**

Mohegan Sun - Uncasville, CT  
2017 to 2023

Held rounder position for casino employee cafeteria. Oversaw all food stations - such as the chefs table, Asian, grill, salad station, and salad station.

- Effectively led shift teams to meet food preparation safety standards.
- Consistently delivered exceptional customer service in fast-paced restaurant.

### **Line Cook**

Tarry Lodge - New Haven, CT  
April 2017 to July 2018

Oversaw pasta station for Italian restaurant -- seven-minute quick fires and expediting orders. Working at a fast pace menu moving orders out as quick as possible. Coordinated food preparation in compliance with regulatory requirements and organizational guidelines.

- Ensured clean, organized kitchen operations.

Whole Foods Market - Glastonbury, CT  
2012 to 2016

Managed hot bar for more than 200 customers per day. Prepared soups and other hot items on rotating menu. Items included a rotating menu of international, fresh menu, and my creativity

- Reliably produced prompt, quality food service to achieve superior customer satisfaction.

### **Chef Manager**

## Education

### **B.S. in Culinary Science**

Johnson & Wales University - Providence, RI

## Skills

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- Line Cook (5 years)
- Kitchen Management (3 years)
- Customer Service
- Baking (5 years)
- Shift Leadership (3 years)
- Food Preparation Safety
- Inventory Control
- Catering/ Banquet Services (10+ years)
- Knife Skills (10+ years)
- Restaurant Experience (10+ years)
- Pricing
- Meal Preparation
- Food Safety (10+ years)
- Culinary Experience (10+ years)
- Supervising Experience
- Time Management
- Labor Cost Analysis
- POS
- Restaurant Management
- Serving Experience
- Kitchen experience
- Dietary department experience
- English (10+ years)
- Cooking
- Profit & Loss
- Food Production
- Merchandising
- Menu Planning
- Guest Services
- Purchasing
- Cleaning Experience
- Supervising experience
- Leadership
- Guest services
- Teaching

Certifications and Licenses

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**ServSafe**

**Food Handler Certification**

**Driver's License**

March 2023 to December 2027

**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:**

**Archways**

<b>NAME</b>	<b>JOB TITLE</b>	<b>ANNUAL</b>	<b>ANNUAL SALARY</b>
Richard Lavoy	Employment Specialist	\$40,000.00	\$41,600.00
Chad Wilson	Transportation Coordinator	\$13,000.00	\$42,848.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00



Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

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

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

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SEP 06 '23 PM 3:35 RCU

ARC

September 1, 2023

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

**REQUESTED ACTION**

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

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

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

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

See attached fiscal details.

**EXPLANATION**

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

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

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

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

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

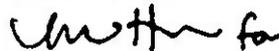
Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery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

Area served: Statewide.

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

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

Respectfully submitted,



Lori A. Weaver  
Commissioner

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

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

Vendor Name		Archways		Vendor # 310158		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057046	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$66,667.00	\$0.00	\$66,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$93,000.00	\$0.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$31,000.00	\$0.00	\$31,000.00
2023	074-500589	Welfare Assistance	92057059	\$97,500.00	\$0.00	\$97,500.00
2024	074-500589	Welfare Assistance	92057059	\$32,500.00	\$97,500.00	\$130,000.00
2025	074-500589	Welfare Assistance	92057059	\$0.00	\$32,500.00	\$32,500.00
Sub Total				\$481,063.00	\$130,000.00	\$611,063.00

Vendor Name		Granite Pathways		Vendor # 228900		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057046	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$139,500.00	\$0.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$46,500.00	\$0.00	\$46,500.00
2023	074-500589	Welfare Assistance	92057059	\$139,500.00	\$0.00	\$139,500.00
2024	074-500589	Welfare Assistance	92057059	\$46,500.00	\$139,500.00	\$186,000.00
2025	074-500589	Welfare Assistance	92057059	\$0.00	\$46,500.00	\$46,500.00
Sub Total				\$683,873.00	\$186,000.00	\$869,873.00

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

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

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

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

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

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

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

Archways

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

A-S-1.2

Contractor Initials                     

Date 8/30/2023

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

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

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

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

State of New Hampshire  
Department of Health and Human Services

8/30/2023

Date

DocuSigned by:

*Katja S. Fox*

FD0008021003042

Name: Katja S. Fox

Title: Director

Archways

8/30/2023

Date

DocuSigned by:

*Michelle Lennon*

FD00021003042

Name: Michelle Lennon

Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

8/31/2023

Date

DocuSigned by:

*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

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



**Exhibit A – Amendment #4**

**Scope of Services**

**1. Provisions Applicable to All Services**

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

**2. Scope of Services**

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

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



**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

**3. Reporting**

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

**4. Performance Measures**

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

**5. State Opioid Response (SOR) Grant Standards**

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

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



Exhibit A – Amendment #4

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

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



**Exhibit A – Amendment #4**

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

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

New Hampshire Department of Health and Human Services

Complete one budget form for each budget period.

Contractor Name: Archways

Budget Request for: Workforce Readiness & Vocational Programs for  
Individuals with

Budget Period SFY25-(July 1, 2024-September 29, 2024)

Indirect Cost Rate (if applicable) 6%

Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$15,000	\$0	\$15,000
2. Fringe Benefits	\$3,500	\$0	\$3,500
3. Consultants	\$4,200	\$0	\$4,200
4. Equipment	\$0	\$0	\$0
5.(a) Supplies - Educational	\$1,047	\$0	\$1,047
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$1,800	\$0	\$1,800
6. Travel	\$755	\$0	\$755
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/Communications	\$1,000	\$0	\$1,000
8. (b) Other - Education and Training	\$245	\$0	\$245
8. (c) Other - Other (please specify)			
Other (please specify): <i>Occupancy</i>	\$1,900	\$0	\$1,900
Other (please specify): <i>Client Funds</i>	\$1,300	\$0	\$1,300
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
<b>Total Direct Costs</b>	<b>\$30,747</b>	<b>\$0</b>	<b>\$30,747</b>
<b>Total Indirect Costs</b>	<b>\$1,753</b>	<b>\$0</b>	<b>\$1,753</b>
<b>TOTAL</b>	<b>\$32,500</b>	<b>\$0</b>	<b>\$32,500</b>

*MJ*

Contractor Initials

Date 8/30/2023

OCT 19 '22 AM 11:02 RCVD

ARC



Lori A. Shilbrette  
Commissioner

Karla S. Fox  
Director

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

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

October 11, 2022

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

**REQUESTED ACTION**

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

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

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Archways (FKA: Greater Tilton Area Family Resource Center)	297434-R001	Greater Tilton Area	\$351,063	\$130,000	\$481,063	O: 08/14/19 (Item #10) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35)
Granite Pathways, Concord NH	228900-B001	Statewide	\$497,873	\$188,000	\$683,873	O: 09/18/19 (Item #19) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35)
		<b>Total:</b>	<b>\$848,936</b>	<b>\$316,000</b>	<b>\$1,164,936</b>	

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

See attached fiscal details.

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

### EXPLANATION

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

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

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

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

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

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

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

Area served: Statewide.

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

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

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

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

Vendor Name: Archways Vendor # 297434

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

Vendor Name: Granite Pathways Vendor # 228900

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

<b>Overall Total</b>	<b>\$848,936.00</b>	<b>\$316,000.00</b>	<b>\$1,164,936.00</b>
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Lori A. Shilbacz  
Commissioner

Katja S. Fox  
Director

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

119 PLEASANT STREET, CONCORD, NH 03301  
603-271-9344 1-800-852-3345 Ext. 9344  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 3, 2021

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend existing contracts with the vendors listed below to continue providing Workforce Readiness and Vocational Training Programs for Individuals with Opioid and/or Stimulant Use Disorder, by exercising renewal options by increasing the total price limitation by \$310,000 from \$538,936 to \$848,936 and by extending the completion dates from September 29, 2021 to September 28, 2022 effective upon Governor and Council approval. 100% Federal Funds.

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

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

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

See attached fiscal details.

**EXPLANATION**

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

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

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

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

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

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

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

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

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

Area served: Statewide

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

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

Respectfully submitted,



Lori A. Shibnetto  
Commissioner

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

**03-92-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, MHS:  
BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, BOR GRANT  
100% Federal Funds**

Vendor Name		Greater Tilton Area Family Resource Center/			Vendor # 297434		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount	
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00	
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00	
2021	102-500731	Contracts for Program Services	92057046	\$29,234.00	\$0.00	\$29,234.00	
2021	102-500731	Contracts for Program Services	92057048	\$68,687.00	\$0.00	\$68,687.00	
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00	
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$93,000.00	\$93,000.00	
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$31,000.00	\$31,000.00	
<b>Sub Total</b>				<b>\$227,083.00</b>	<b>\$124,000.00</b>	<b>\$351,083.00</b>	

Vendor Name		Granite Pathways			Vendor # 228900		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount	
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00	
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00	
2021	102-500731	Contracts for Program Services	92057046	\$43,852.00	\$0.00	\$43,852.00	
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00	
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00	
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$139,500.00	\$139,500.00	
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$48,500.00	\$48,500.00	
<b>Sub Total</b>				<b>\$311,873.00</b>	<b>\$188,000.00</b>	<b>\$499,873.00</b>	

<b>Overall Total</b>	<b>\$538,956.00</b>	<b>\$310,000.00</b>	<b>\$848,956.00</b>
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Carl A. Fallocco  
Commissioner

Katja S. Fox  
Director

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

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-852-3345 Ext. 9544

Fax: 603-271-4332 TDD Access: 1-800-733-3964 www.dhhs.nh.gov

December 3, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to Retroactively amend existing contracts with the vendors listed below to continue providing Workforce Readiness and Vocational Training Programs for individuals with Opioid Use Disorder, by exercising renewal options by increasing the total price limitation by \$204,982 from \$333,974.48 to \$538,936.48 and by extending the completion dates from September 29, 2020 to September 29, 2021 effective retroactive to September 29, 2020 upon Governor and Council approval, 100% Federal Funds.

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

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

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

See attached fiscal details.

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

### EXPLANATION

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

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

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

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

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

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

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

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

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

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

Area served: Statewide.

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

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

Respectfully submitted,



Lori A. Shiblette  
Commissioner

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

03-03-02-020510-7040 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HMS;  
BEHAVIORAL HEALTH DIV OF BUREAU OF DRUG & ALCOHOL SERVICES, STATE OPIOID  
RESPONSE GRANT  
100% Federal Funds CFDA #93.780 FAIN H79T1081603 and H79T1083326

Greater Titan Area Family Resource Center, Titan/NH

Vendor #

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102/500731	Contracts for Program Services	92057040	\$110,992	(\$40,911)	\$70,081
2021	102/500731	Contracts for Program Services	92057040	\$17,748	\$0	\$17,748
2021	102/500731	Contracts for Program Services	92057046	\$0	\$29,234	\$29,234
2021	102/500731	Contracts for Program Services	92057048	\$0	\$46,667	\$46,667
2022	102/500731	Contracts for Program Services	92057048	\$0	\$33,333	\$33,333
		Sub Total		\$138,740	\$88,323	\$227,063

Granite Pathways, Concord/NH

Vendor #

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

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

Katje S. Fox  
Director

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

139 PLEASANT STREET, CONCORD, NH 03301  
603-771-9544 1-800-857-3343 Ext 9544  
Fax: 603-771-4333 TDD Access: 1-800-735-7964 www.dhhs.nh.gov

July 23, 2019

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

REQUESTED ACTION

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

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

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

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

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

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

## EXPLANATION

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

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

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

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

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

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

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

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

Summary is attached.

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

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

Area served: Statewide.

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

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

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner



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

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

RFP-2019-BDAS-12-WORKF

RFP Name

RFP Number

Reviewer Names

Bidder Name

1. Greater Tilton Area Family Resource Center
2. Meadrest, Inc.
3. Granite Pathways, Inc.
4. Family Resource Center of Goffham

Pass/Fail	Maximum Points	Actual Points
	760	659
	760	618
	760	663
	760	643

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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6. \_\_\_\_\_

**State of New Hampshire  
Department of Health and Human Services  
Amendment #5**

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

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 18, 2019 (Item #19), as amended on February 17, 2021 (Item #20), as amended on October 13, 2021 (Item #35), as amended on November 2, 2022 (Item #18), and as amended on September 20, 2023 (Item #42), 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, 2025
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,009,373
3. Modify Exhibit A, Amendment #4, Scope of Services; Section 2.23.3 to read:  
2.23.3. Prior or current criminal justice involvement.
4. Modify Exhibit A, Amendment #4, Scope of Services; by adding Section 2.29, to read:  
2.29. The Contractor shall meet with the Department within 60 business days of the contract effective date to review contract deliverables, grant guideline, and implementation of services.
5. Modify Exhibit A, Amendment #4, Scope of Services; by adding Section 2.30, to read:  
2.30. The Contractor shall utilize the Department's closed loop referral solution, and if applicable, the admission, discharge, and transfer solution (referred to collectively as the NH Care Connections Network) for referrals between health and/or human service providers within New Hampshire as the option for referral management and care connections. Utilization includes inputting information and data as necessary into the Department's NH Care Connections Network to facilitate referrals to participating providers, signing any required Network Participation Agreement, and obtaining a participant specific consent for services, including, as required by 42 CFR Part 2.31 identifying all uses and disclosures of the individual's Part 2 record or information by the NHCCN.  
2.30.1. The Department's contracts for the NH Care Connections Network incorporate all the costs of developing and maintaining the standards based interface from which the Contractor may choose to configure their systems to communicate securely with the Department's NH Care Connections Network solutions. The Contractor may opt to interface with the Department's closed loop referral solution, and if applicable, the admission, discharge, and transfer solution utilizing a Smart on FHIR or HL-7 standard interface process to connect individuals to health and social service providers. **The costs for the Contractor's system or team to**

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**develop or utilize the standard Smart of FHIR or HL-7 based interface are the sole responsibility of the Contractor.**

6. Modify Exhibit A, Amendment #4, Scope of Services; Section 4, to read:

4. Reporting

- 4.1. The Contractor shall provide the Department with client-level, non-identifiable data that supports contract deliverables. The Contractor shall ensure client-level, non-identifiable data excludes information allowing the individual to be identified or constructively identified. Constructively identified, means that by using the information provided and what is reasonably and predictably available to a predictable recipient of the information the individual could be identified. The Contractor shall provide non-identified data from which there is no reasonable basis to believe that the data used alone or in combination with other reasonably available information, could be used to identify an individual who is a subject of the information.
- 4.2. The Contractor shall ensure compliance with 42 CFR Part 2 and confidentiality consent, notices, and requirements, as applicable to any data collected or reported.
- 4.3. The Contractor shall collect data on services provided through this Agreement to ensure progress towards program goals and deliverables. The Contractor shall ensure data includes, but is not limited to:
  - 4.3.1. Number and type of recruitment activities for individuals with an OUD/StimUD.
  - 4.3.2. Number of individuals in the program with demographics such as age, gender, race and ethnicity.
  - 4.3.3. Vocational services provided per individual.
  - 4.3.4. Start date of employment per individual.
  - 4.3.5. Type of position per individual.
  - 4.3.6. Name of employers per individual.
  - 4.3.7. Length of employment per individual.
  - 4.3.8. Number of employers recruited per month.
  - 4.3.9. Types of supports provided to employers to recruit, hire, and retain individuals in recovery per month.
  - 4.3.10. Any/all exceptions of individuals not attending the training programs provided.
- 4.4. The Contractor shall report all, if any, exceptions for individuals who do not attend available training programs.
- 4.5. The Contractor shall submit monthly reports to the Department, on the 15th working day of the following month, in a format and via a secure method approved by the Department, inclusive of the Department-approved Closed Loop Referral platform, as applicable. The Contractor shall ensure reports include client-level, de-identified data identified above.
- 4.6. The Contractor shall report on required data points specific to the SOR grant, as identified by SAMHSA over the grant period.
- 4.7. The Contractor may be required to prepare and submit ad hoc data reports, respond to periodic surveys, and other data collection requests as deemed necessary by the Department or SAMHSA including PII.
- 4.8. The Contractor may be required to provide other key data and metrics to the Department

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in a format specified by the Department.

7. Modify Exhibit A, Amendment #4, Scope of Services; Section 5, to read:

5. Government Performance Results Act

5.1. The Contractor shall administer or coordinate the administration of Government Performance Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 initial interview and associated follow-ups at six (6) months and discharge for all individuals receiving program services.

5.2. The Contractor shall provide individuals served with clear guidance about the uses and disclosures of the information provided to complete the GPRA, and the use and disclosure of the Part 2 information or other PHI required in order to complete the GPRA. The Contractor shall also provide staff training regarding the confidentiality of the identifiable information included in the GPRA.

5.3. The Contractor shall provide or coordinate ongoing follow-up and support of individuals engaged in services until a discharge GPRA interview is completed. The Contractor shall ensure:

5.3.1. Staff confirms a confidential means of communicating with each individual engaged in services to provide or coordinate ongoing follow up and support;

5.3.2. Contact with each individual is attempted during a time when the individual would normally be available. Contact shall be made in person, by telephone, or by an alternative method approved by the Department, according to the following guidelines:

5.3.2.1. If the first contact attempt is not successful, a second contact attempt shall be made no sooner than two (2) business days and no later than three (3) business days after the first attempt; and

5.3.2.2. If the second contact attempt is not successful, a third contact attempt shall be made no sooner than two (2) business days and no later than three (3) business days after the second attempt;

5.3.3. Each successful contact shall include, but not be limited to:

5.3.3.1. Inquiring on the status of each individual's recovery and experience with their external service provider;

5.3.3.2. Identifying individual needs;

5.3.3.3. Assisting the individual with addressing identified needs; and

5.3.3.4. Providing early intervention to individuals who have resumed use;

5.3.4. When the follow-up identified above results in a determination that the individual is at risk of self-harm, the Contractor shall proceed in alignment with their crisis response policy and procedure; and

5.3.5. All efforts of contact are clearly documented in the individual's electronic health record, or in a format approved by the Department, and are available to the Department upon request.

5.4. The Contractor shall ensure the GPRA interviews are attempted at the following intervals:

5.4.1. At the time of intake or no later than seven (7) calendar days after intake;

5.4.2. Five (5) to eight (8) months post intake. The window for this interview opens

five (5) months after the intake interview; and

5.4.3. Upon discharge from the initially referred service.

5.5. The Contractor shall ensure completed GPRA data is entered into the Department-approved system, at a minimum of the following intervals:

5.5.1. At the time of intake or no later than seven (7) calendar days after the GPRA interview is conducted;

5.5.2. Five (5) to eight (8) months post intake; and

5.5.3. Upon discharge from the initially referred service.

5.6. The Contractor shall document any loss of contact with participants in the Department-approved system using the appropriate process and protocols as defined by SAMHSA and through technical assistance provided under the SOR grant.

5.7. The Contractor shall ensure contingency management strategies are utilized to increase participant engagement in follow-up GPRA interviews. Contingency management strategies may include, but are not limited to, gift cards provided to individuals for follow-up participation at each follow-up interview. The Contractor shall ensure gift cards:

5.7.1. Do not exceed \$30 in value, in accordance with federal guidelines, set forth by SAMHSA; and

5.7.2. Are used solely to incentivize GPRA interview completion and not used to incentivize participation in treatment.

8. Modify Exhibit A, Amendment #4, Scope of Services; Section 6, to read:

6. State Opioid Response (SOR) Grant Standards

6.1. The Contractor shall ensure they, and any provider which referrals are made to:

6.1.1. Only provide and/or prescribe medications for Opioid Use Disorder (OUD), as clinically appropriate, that are approved by the Food and Drug Administration;

6.1.2. Only provide medical withdrawal management services to individuals supported by SOR grant funds if the withdrawal management services are accompanied by the use of injectable extended-release naltrexone, as clinically appropriate;

6.1.3. Ensure staff trained in Presumptive Eligibility for Medicaid are available to assist individuals with public or private health insurance enrollment; and

6.1.4. Comply with 42 CFR Part 2 as applicable and related to any referrals and provider services.

6.2. The Contractor shall ensure individuals receiving services, rendered from SOR funds, have a documented history or current diagnoses of Opioid Use Disorder or Stimulant Use Disorders (OUD/StimUD) or are at risk for such.

6.3. The Contractor shall ensure that SOR grant funds are not used to purchase, prescribe, or provide cannabis or for providing treatment using cannabis. The Contractor shall ensure:

6.3.1. Treatment in this context includes the treatment of OUD/StimUD;

6.3.2. Grant funds are not provided to any individual or organization that provides or permits cannabis use for the purposes of treating substance use or mental health disorders; and

6.3.3. This cannabis restriction applies to all subcontracts and Memorandums of

RS  
RB

Understanding that receive SOR funding.

- 6.4. The Contractor shall utilize SOR funding, as needed, to ensure Naloxone kits are available to individuals receiving services through this Agreement.
  - 6.4.1. If the Contractor intends to distribute test strips, the Contractor shall provide a test strip utilization plan to the Department for approval prior to implementation. The Contractor shall ensure the utilization plan includes, but is not limited to:
    - 6.4.1.1. Internal policies for the distribution of test strips;
    - 6.4.1.2. Distribution methods and frequency; and
    - 6.4.1.3. Other key data as requested by the Department.
  - 6.4.2. The Contractor shall provide services to eligible individuals who:
    - 6.4.2.1. Receive MOUD services from other providers, including the individual's primary care provider;
    - 6.4.2.2. Have co-occurring substance use and mental health disorders; or
    - 6.4.2.3. Are on medications and are taking those medications as prescribed regardless of the class of medication.
- 6.5. The Contractor shall ensure individuals who refuse to consent to information sharing with the Doorways do not receive services utilizing SOR funding.
- 6.6. The Contractor shall ensure individuals who rescind consent to information sharing with the Doorways do not receive any additional services utilizing SOR funding.
- 6.7. The Contractor shall collaborate with the Department and other SOR funded vendors, as requested and directed by the Department, to improve GPRA collection.
- 6.8. The Contractor shall comply with all appropriate Department, State of NH, SAMHSA, and other Federal terms, conditions, and requirements.
9. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
  1. This Agreement is funded by 100% Federal funds from the State Opioid Response Grant, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Assisted Listing Number (ALN) 93.788, as awarded on:
    - 1.1. 09/30/2018, FAIN H79TI081685;
    - 1.2. 09/30/2020, FAIN H79TI083326;
    - 1.3. 08/09/2021, FAIN H79TI083326;
    - 1.4. 09/23/2022, FAIN H79TI085759;
    - 1.5. 09/01/2023, FAIN H79TI085759; and
    - 1.6. 09/24/2024, H79TI087843.
10. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1 Budget through Exhibit B-12, Amendment #5, SOR IV Budget.
11. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5.1.3.,

to read:

5.1.3. Invoices shall not include unallowable expenses, as referenced below:

- 5.1.3.1. SOR IV Notice of Funding Opportunity, page 31: FY 2022 State Opioid Response Grants (smhsa.gov); and
- 5.1.3.2. SAMHSA's Standards for Financial Management and Standard Funding Restrictions, page 36: FY 2024 Substance Abuse and Mental Health Services Administration (SAMHSA) Notice of Funding Opportunity (NOFO) Application Guide.

12. Add Exhibit B-12, Amendment #5, SOR IV Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to September 30, 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

11/20/2024

Date

DocuSigned by:

*Katja S. Fox*

Name: Katja S. Fox

Title: Director

Granite Pathways

11/19/2024

Date

DocuSigned by:

*Kenneth Brezenoff*

Name: Kenneth Brezenoff

Title: General Counsel

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

OFFICE OF THE ATTORNEY GENERAL

11/20/2024.

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:

Exhibit B-12, Amendment #5, SOR IV Budget

New Hampshire Department of Health and Human Services	
<b>Contractor Name:</b> Granite Pathways	
<b>Budget Request for:</b> Workforce Readiness & Vocational Programs for Individuals with Opioid and/or Stimulant Use Disorder	
<b>Budget Period:</b> SFY25 (9/30/2024 - 6/30/2025)	
<b>Indirect Cost Rate (if applicable):</b> 0.1528	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$80,050
2. Fringe Benefits	\$27,235
3. Consultants	\$1,125
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$150
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$250
8. (b) Other - Education and Training	\$200
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$109,010</b>
<b>Total Indirect Costs</b>	<b>\$30,490</b>
<b>TOTAL</b>	<b>\$139,500</b>

Contractor Initials: DS  
KB  
Date: 11/19/2024

# 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 GRANITE PATHWAYS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 08, 2009. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 613581

Certificate Number: 0006296051



IN TESTIMONY WHEREOF,

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

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Nick Brattan, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Granite Pathways  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on 11/9, 2024, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

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

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

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

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

Dated: 11/9/2024

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

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/01/2024

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 333 Westchester Ave, Suite 102 White Plains, NY 10604 914 459-6200	<b>CONTACT NAME:</b> Faith Keegan <b>PHONE (A/C, No, Ext):</b> 914 459-6200 <b>FAX (A/C, No):</b> 610 537-4220 <b>E-MAIL ADDRESS:</b> Faith.Keegan@usi.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b> Granite Pathways, Inc. 633 3rd Avenue, 6th Floor New York, NY 10017-6943	<b>INSURER A:</b> Berkshire Hathaway Specialty Ins Co. NAIC # 22276
	<b>INSURER B:</b> Illinois Union Insurance Company 27960
	<b>INSURER C:</b> Technology Insurance Company, Inc. 42376
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

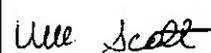
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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
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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			47SPK25564209	09/30/2024	09/30/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY			47RWS14808210	09/30/2024	09/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
A	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			All Other States 47SMA14808010 MA Only	09/30/2024	09/30/2025	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			47SUM14808310 XFLG47492075001	09/30/2024	09/30/2025	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 See Below \$Exces \$5M/\$5M
C	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	TWC4360732	12/08/2023	12/08/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liab			47SPK25564209	09/30/2024	09/30/2025	\$1M Per Occ / \$3M Agg
A	Sexual Abus/Moles			47SPK25564209	09/30/2024	09/30/2025	\$1M Per Occ / \$3M Agg

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

Carrier B - Illinois Union Insurance Company - Policy # XFLG47492075001  
 Eff Date: 09/30/2024 Exp Date: 09/30/2025  
 Excess Liability Each Occ Limit: \$5,000,000  
 (See Attached Descriptions)

<b>CERTIFICATE HOLDER</b> State of New Hampshire, Department of Health and 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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## DESCRIPTIONS (Continued from Page 1)

Excess Liability Aggregate Limit: \$5,000,000

Evidence of Insurance



## Granite Pathways Mission

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

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

**The FEDCAP Group**

**September 30, 2023 and 2022**

**Contents****Page**

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## REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors  
The FEDCAP Group

### Opinion

We have audited the consolidated financial statements of The FEDCAP Group (collectively, "FEDCAP"), which comprise the consolidated statements of financial position as of September 30, 2023 and 2022, and the related consolidated 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 accompanying consolidated financial statements present fairly, in all material respects, the financial position of FEDCAP as of September 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 of the consolidated financial statements in accordance with auditing standards generally accepted in the United States of America (US GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of FEDCAP and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Emphasis of matter

As discussed in Note 2 to the consolidated financial statements, as of October 1, 2022, FEDCAP adopted FASB ASC 842, *Leases*. Our opinion is not modified with respect to this matter.

### Responsibilities of management for the financial statements

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

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

**Auditor's responsibilities for the audit of the financial statements**

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

In performing an audit in accordance with US GAAS, we:

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

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

**Supplementary information**

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures.



These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with US GAAS. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

*Grant Thornton LLP*

New York, New York  
February 15, 2024

The FEDCAP Group

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

As of September 30,

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	\$ 25,187,907	\$ 55,878,023
Accounts receivable (net of allowance for doubtful accounts of approximately \$4,129,000 in 2023 and \$3,241,000 in 2022)	59,466,388	48,355,344
Current portion of contributed space receivable	2,772,958	
Contributions and grants receivable (net of allowance for uncollectible contributions of approximately \$250,000)	2,819,540	1,179,787
Inventories, net	323,810	415,327
Prepaid expenses and other assets	10,755,454	11,828,888
<b>Total current assets</b>	<b>101,328,057</b>	<b>117,657,369</b>
<b>Investments</b>		
Property, plant and equipment, net	10,626,090	9,006,938
Operating lease right-of-use assets	144,677,742	126,130,025
Contributed space receivable, net	88,970,362	
Beneficial interest in trusts	42,972,530	
Other assets	4,735,763	4,398,082
Goodwill, net	999,332	994,564
	144,000	251,669
<b>Total assets</b>	<b>\$ 394,451,876</b>	<b>\$ 258,438,647</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 42,855,716	\$ 45,905,077
Deferred revenues	10,646,471	12,901,051
Advances from government agency	40,206	564,276
Current portion of finance lease liabilities	1,259,819	532,198
Current portion of operating lease liabilities	9,866,603	
Current portion of notes payable	1,214,654	1,181,142
<b>Total current liabilities</b>	<b>65,883,469</b>	<b>61,083,744</b>
Notes payable, net	23,680,632	24,731,624
Revolving loans	29,312,466	25,893,587
Finance lease liabilities, net	78,499,317	78,523,502
Operating lease liabilities, net	82,228,115	
Other liabilities	18,293,459	19,922,198
<b>Total liabilities</b>	<b>297,897,458</b>	<b>210,154,655</b>
<b>Contingencies</b>		
<b>Net assets</b>		
Without donor restrictions	40,444,915	36,895,261
Without donor restrictions - non-controlling interest	649,513	2,406,738
With donor restrictions	55,459,990	8,981,993
<b>Total net assets</b>	<b>96,554,418</b>	<b>48,283,992</b>
<b>Total liabilities and net assets</b>	<b>\$ 394,451,876</b>	<b>\$ 258,438,647</b>

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

The FEDCAP Group

CONSOLIDATED STATEMENTS OF ACTIVITIES

For the years ended September 30,

	2023			2022		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>Operating Revenues</b>						
Contract services and products	\$ 124,736,448	\$ -	\$ 124,736,448	\$ 117,491,258	\$ -	\$ 117,491,258
Rehabilitation and vocational programs	227,694,192	-	227,694,192	223,896,100	-	223,896,100
In-kind contribution	-	48,617,672	48,617,672	-	-	-
Contribution and grant revenues	6,657,739	954,554	7,612,293	11,070,378	200,000	11,270,378
Gain on Paycheck Protection Program loan forgiveness	-	-	-	10,718,192	-	10,718,192
Realized and unrealized gains (losses) on investments	1,124,306	151,477	1,275,783	(3,592,359)	47,221	(3,545,138)
Interest income	500,329	3,502	503,831	770,513	-	770,513
Miscellaneous revenue	1,515,601	-	1,515,601	1,037,731	-	1,037,731
Net assets released from restrictions	3,249,208	(3,249,208)	-	669,536	(669,536)	-
<b>Total operating revenues</b>	<b>365,477,823</b>	<b>46,477,997</b>	<b>411,955,820</b>	<b>362,061,349</b>	<b>(422,315)</b>	<b>361,639,034</b>
<b>Operating Expenses</b>						
Program services						
Contract services and products	106,875,813	-	106,875,813	102,095,694	-	102,095,694
Rehabilitation and vocational programs	200,937,265	-	200,937,265	190,882,531	-	190,882,531
	307,813,078	-	307,813,078	292,978,225	-	292,978,225
Supporting services						
Management and general	51,993,670	-	51,993,670	60,400,583	-	60,400,583
Development	3,035,092	-	3,035,092	4,631,342	-	4,631,342
	55,028,762	-	55,028,762	65,031,925	-	65,031,925
<b>Total operating expenses</b>	<b>362,841,840</b>	<b>-</b>	<b>362,841,840</b>	<b>358,010,150</b>	<b>-</b>	<b>358,010,150</b>
<b>Change in net assets from operations</b>	<b>2,635,983</b>	<b>46,477,997</b>	<b>49,113,980</b>	<b>4,051,199</b>	<b>(422,315)</b>	<b>3,628,884</b>
<b>Nonoperating Activities</b>						
Foreign exchange transaction (losses) gains	(843,554)	-	(843,554)	1,110,528	-	1,110,528
<b>CHANGE IN NET ASSETS</b>	<b>1,792,429</b>	<b>46,477,997</b>	<b>48,270,426</b>	<b>5,161,727</b>	<b>(422,315)</b>	<b>4,739,412</b>
<b>Net assets at beginning of period</b>	<b>39,301,999</b>	<b>8,981,993</b>	<b>48,283,992</b>	<b>34,140,272</b>	<b>9,404,308</b>	<b>43,544,580</b>
<b>Net assets at end of period</b>	<b>\$ 41,094,428</b>	<b>\$ 55,459,990</b>	<b>\$ 96,554,418</b>	<b>\$ 39,301,999</b>	<b>\$ 8,981,993</b>	<b>\$ 48,283,992</b>

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

The FEDCAP Group

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2023

	Program Services			Supporting Services			Total Expenses
	Contract Services and Products	Rehabilitation and Vocational Programs	Total	Management and General	Development	Total	
Salaries and related expenses	\$ 81,120,998	\$ 96,426,600	\$ 177,547,598	\$ 14,863,816	\$ 1,222,119	\$ 15,885,735	\$ 193,433,331
Professional fees	338,249	37,401,955	37,740,204	4,077,379	920,235	4,997,614	42,737,818
Professional development and evaluation	12,693	2,575,302	2,587,995	918,358	120	918,478	3,506,473
Materials and supplies	4,442,057	5,281,230	9,723,287	-	8,642	8,642	9,731,929
Commissions	2,797,847	9,451	2,807,298	-	-	-	2,807,298
Telephone	117,759	844,106	961,865	684,816	3,697	688,513	1,650,378
Postage and shipping	138,718	41,594	180,310	283,570	11,060	294,630	474,940
Insurance	1,695,570	1,491,054	3,186,624	1,422,314	29,980	1,452,294	4,638,918
Occupancy costs	1,551,787	23,894,514	25,246,301	6,978,357	95,202	7,071,559	32,317,860
Equipment rental and maintenance	974,306	380,858	1,355,164	96,521	44,827	141,348	1,496,512
Equipment purchases	239,225	186,472	425,697	17,643	626	18,269	443,966
Client transportation and travel	515,604	2,593,122	3,108,726	1,133,413	182,859	1,316,272	4,424,998
Subscription and printing	113,325	364,007	477,332	1,135,598	24,978	1,160,576	1,637,908
Technology	236,438	2,072,990	2,309,428	5,594,378	41,245	5,635,623	7,945,051
Interest expense	31,473	48,232	79,705	4,965,331	-	4,965,331	5,045,036
Bank charges and processing fees	77,100	488,004	565,104	694,239	37,612	731,851	1,296,955
Bad debt provision	-	1,281,700	1,281,700	-	-	-	1,281,700
Subcontractor expense	12,172,307	16,821,605	28,993,912	2,861,514	329	2,861,843	31,855,755
Stipends	46,837	4,667,406	4,714,043	479,235	31,851	511,086	5,225,129
Security guard expense	21,195	288,664	309,859	21,440	516	21,956	331,815
Other	49,283	2,315,506	2,364,789	1,435,855	367,072	1,802,927	4,167,716
Total expenses before depreciation and amortization	106,692,567	199,274,372	305,966,939	47,481,577	3,022,970	50,484,547	356,451,486
Depreciation and amortization	183,246	1,862,893	1,846,139	4,532,093	12,122	4,544,215	6,390,354
Total expenses	\$ 106,875,813	\$ 200,937,265	\$ 307,813,078	\$ 51,993,670	\$ 3,035,092	\$ 55,028,762	\$ 382,841,840

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

**The FEDCAP Group**  
**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**

For the year ended September 30, 2022

	Program Services			Supporting Services			Total Expenses
	Contract Services and Products	Rehabilitation and Vocational Programs	Total	Management and General	Development	Total	
Salaries and related expenses	\$ 78,509,229	\$ 95,122,196	\$ 171,831,425	\$ 18,180,981	\$ 2,940,833	\$ 21,121,814	\$ 192,753,239
Professional fees	223,899	28,844,344	29,068,043	6,722,419	657,885	7,380,304	36,448,347
Professional development and evaluation	10,942	1,036,603	1,047,545	1,349,267	1,552	1,350,819	2,398,364
Materials and supplies	3,373,321	3,816,965	7,190,286	1,175,784	11,088	1,186,870	8,377,156
Commissions	2,791,910	11,328	2,803,238	48,149	-	48,149	2,851,387
Telephone	164,753	1,043,759	1,208,512	1,215,075	4,723	1,219,798	2,428,310
Postage and shipping	144,814	136,560	281,374	188,409	5,385	193,794	475,168
Insurance	1,821,293	1,483,263	3,104,556	5,573,972	44,463	5,618,435	8,722,991
Occupancy costs	1,481,728	14,884,468	16,366,196	5,451,989	137,566	5,589,555	21,955,751
Equipment rental and maintenance	959,072	474,310	1,433,382	272,156	37,441	309,597	1,742,979
Equipment purchases	302,142	116,338	418,480	201,200	23	201,223	619,703
Client transportation and travel	402,105	1,473,493	1,875,598	579,821	57,345	637,166	2,512,764
Subscription and printing	19,565	103,308	122,873	1,171,618	71,094	1,242,712	1,365,585
Technology	293,901	2,116,872	2,410,773	4,686,157	27,408	4,713,565	7,124,338
Interest expense	2,959	36,336	39,295	3,886,229	-	3,886,229	3,925,524
Bank charges and processing fees	92,732	164,669	257,401	987,729	55,616	1,043,345	1,300,746
Bad debt provision	-	2,598,778	2,598,778	-	-	-	2,598,778
Subcontractor expense	13,445,481	25,948,302	39,393,783	2,192,097	(977)	2,191,120	41,584,903
Stipends	147,646	6,580,876	6,728,522	476,327	994	477,321	7,205,843
Security guard expense	11,600	262,857	274,457	14,530	614	15,144	289,601
Other	-	4,021,874	4,021,874	-	569,780	569,780	4,591,654
<b>Total expenses before depreciation and amortization</b>	<b>101,998,892</b>	<b>190,277,499</b>	<b>292,276,391</b>	<b>54,373,909</b>	<b>4,622,831</b>	<b>58,996,740</b>	<b>351,273,131</b>
Depreciation and amortization	96,802	605,032	701,834	6,026,674	8,511	6,035,185	6,737,019
<b>Total expenses</b>	<b>\$ 102,095,694</b>	<b>\$ 190,882,531</b>	<b>\$ 292,978,225</b>	<b>\$ 60,400,583</b>	<b>\$ 4,631,342</b>	<b>\$ 65,031,925</b>	<b>\$ 358,010,150</b>

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

The FEDCAP Group

CONSOLIDATED STATEMENTS OF CASH FLOWS

For the years ended September 30,

	<u>2023</u>	<u>2022</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 48,270,426	\$ 4,739,412
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation and amortization	6,282,685	6,230,114
Amortization of goodwill	107,669	506,905
Bad debt provision	1,281,700	2,598,778
Realized and unrealized losses (gains) on investments	(1,275,783)	3,545,138
Contributed space	(45,745,488)	-
Lease amortization	4,877,060	-
Paycheck Protection Plan loan forgiveness	-	(10,718,192)
Changes in assets and liabilities:		
Accounts receivable	(12,392,744)	6,409,739
Contribution receivable	(1,639,753)	788,896
Inventories	91,517	48,935
Prepaid expenses and other assets	1,068,666	(2,974,588)
Beneficial interest in remainder trust	(337,681)	174,664
Accounts payable and accrued liabilities	(3,049,361)	8,908,322
Deferred revenue	(2,254,580)	1,068,568
Other liabilities	(1,628,739)	2,549,122
Net cash (used in) provided by operating activities	<u>(6,344,406)</u>	<u>23,875,813</u>
<b>Cash flows from investing activities:</b>		
Purchase of investments	(343,369)	(641,436)
Capital expenditures	<u>(24,830,402)</u>	<u>(6,653,430)</u>
Net cash used in investing activities	<u>(25,173,771)</u>	<u>(7,294,866)</u>
<b>Cash flows from financing activities:</b>		
Decrease in advances from government agencies	(524,070)	(185,150)
Change in revolving loans	3,418,879	(2,279,474)
Proceeds from Paycheck Protection Plan notes payable	-	537,005
Repayment of Paycheck Protection Plan notes payable	-	(103,754)
Repayment of notes payable	(1,017,480)	(1,056,495)
Repayment of finance lease obligations	<u>(1,049,268)</u>	<u>(597,695)</u>
Net cash provided by (used in) financing activities	<u>828,061</u>	<u>(3,685,563)</u>
<b>(DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<u>(30,690,116)</u>	<u>12,895,384</u>
<b>Cash and cash equivalents:</b>		
Beginning of year	<u>55,878,023</u>	<u>42,982,639</u>
End of year	<u>\$ 25,187,907</u>	<u>\$ 55,878,023</u>
<b>Supplemental disclosure of cash flow information:</b>		
Acquisition of property, plant and equipment through finance leases	<u>\$ 1,193,084</u>	<u>\$ 43,909,705</u>
Cash interest paid during the period	<u>\$ 5,045,036</u>	<u>\$ 2,443,534</u>
<b>Supplemental disclosures of noncash financing activities:</b>		
Operating lease right-of-use assets obtained in exchange for lease liabilities	<u>\$ 52,158,869</u>	<u>\$ -</u>
Finance lease right-of-use assets obtained in exchange for lease liabilities	<u>\$ 578,592</u>	<u>\$ -</u>

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

## The FEDCAP Group

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

September 30, 2023 and 2022

#### NOTE 1 - ORGANIZATION AND NATURE OF ACTIVITIES

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

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

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

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

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

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

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

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

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

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

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

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

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

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

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

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

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

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

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

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

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

Fedcap UK acquired KS, a United Kingdom company. KS provides high quality job support, placement, retention and related services to people in the United Kingdom.

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

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

FES is the majority shareholder and the Lennox Partnership is the minority shareholder with 49% interest in of SS. SS is a value-driven organization that strives to put its customers first, understanding their needs

## The FEDCAP Group

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

and closely engaging with them on a personal level to help them on their journey to employment and training.

Fedcap Apex Acquisition LLC is a nonprofit entity that runs Apex Technical School ("Apex"), which is an adult vocational technical school and offers seven certificate courses designed to focus on basic trade skills and labor skills for its students. The operations of Fedcap Apex Acquisition LLC were transitioned into a newly created not for profit organization - Fedcap Apex Technical School, Inc. - during fiscal year 2023.

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

Civic Hall Labs, Inc., is a not-for-profit entity that provides a learning and collaboration platform focused on advanced technology and problem-solving for the public good.

Civic Hall Labs, Inc. is the sole member of NYTA, an organization that supports the technology community and ecosystems in their hometown, with the goal of creating the most diverse, equitable and accessible tech ecosystems in the world.

ESMS, a Mississippi non-profit corporation, is an organization providing services to children and adults with disabilities or other special needs and their families.

ESSD, a South Dakota non-profit corporation, is an organization to help children and adults with disabilities or other special needs and their families and caregivers reach their maximum capabilities and secure opportunities for their education, training, and employment.

ESOK, an Oklahoma non-profit corporation, is an organization to provide services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work, and play in their communities.

Fed Inv, a Delaware non-profit corporation, is a community development financial institution founded to serve economically distressed communities by providing credit, capital, and financial services that are often unavailable from mainstream financial institutions.

Fed VR, a joint venture between Fedcap, Inc. (as the majority shareholder) and UP360 US Holdings Corporation (minority shareholder with 49% interest), and provides virtual reality software, know-how and product development services for workforce training, development, and education.

#### NOTE 2 - SUMMARY OF ACCOUNTING POLICIES

##### *Basis of Presentation*

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

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

FEDCAP classifies its net assets in the following categories:

Net Assets without Donor Restrictions

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

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

Net Assets with Donor Restrictions

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

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

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

Changes in net assets without donor restrictions and the non-controlling interests in SS and Fed VR during the years ended September 30, 2023 and 2022 is summarized below:

	<u>Total Without Donor Restrictions</u>	<u>Without Donor Restrictions</u>	<u>Non-controlling Interest</u>
Balance, September 30, 2021	\$ 34,140,272	\$ 33,166,395	\$ 973,877
Change in net assets from operations	4,051,199	2,618,338	1,432,861
Change in net assets from nonoperating activities	<u>1,110,528</u>	<u>1,110,528</u>	<u>-</u>
Balance, September 30, 2022	39,301,999	36,895,261	2,406,738
Reclassification	-	1,902,661	(1,902,661)
Change in net assets from operations	2,635,983	2,490,547	145,436
Change in net assets from nonoperating activities	<u>(843,554)</u>	<u>(843,554)</u>	<u>-</u>
Balance, September 30, 2023	<u>\$ 41,094,428</u>	<u>\$ 40,444,915</u>	<u>\$ 649,513</u>

## The FEDCAP Group

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

#### **Measure of Operations**

The accompanying consolidated statements of activities report changes in net assets by operating and non-operating activities. Operating activities principally include all revenues and expenses that relate to FEDCAP's programs and supporting activities.

Non-operating activities include foreign currency exchange gains and losses and other items considered to be incidental to operations or non-recurring in nature.

#### **Cash Equivalents and Restricted Cash**

FEDCAP considers all highly liquid debt instruments with a maturity of three months or less at the date of purchase, including investments in short-term certificates of deposit and certain money market funds, to be cash equivalents. Cash and cash equivalents on the accompanying consolidated statements of financial position includes cash that is restricted under borrowing or other contractual arrangements amounting to \$3,824,255 and \$2,500,000 as of September 30, 2023 and 2022, respectively.

#### **Revenue Recognition**

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

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

Payments received in advance of FEDCAP satisfying its performance obligations are recorded within deferred revenue in the accompanying consolidated statements of financial position and totaled \$10,271,850 and \$12,501,051, as of September 30, 2023 and 2022, respectively. The changes in deferred revenue were caused by normal timing differences between the satisfaction of performance obligations and customer payments.

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

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

#### **Contract Services and Products**

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

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

***Rehabilitation and Vocational Programs***

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

***Contribution and Grant Revenue***

FEDCAP records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair value of the assets received and contributions with donor stipulations that limit the use of donated assets are classified as net assets with donor restrictions. Contributions with donor restrictions that are received and met in the same fiscal year are recorded as contribution revenues without donor restrictions. Otherwise, once stipulated time restrictions end or purpose restrictions are accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions as "net assets released from restrictions" in the consolidated statements of activities. Conditional contributions are recognized as revenue when the conditions on which they depend are substantially met. Conditional contributions received in advance of meeting the associated contributions are recorded within deferred revenue on the accompanying consolidated statements of financial position and totaled \$374,621 and \$400,000, as of September 30, 2023 and 2022, respectively. There were no outstanding conditional contributions yet to be received as of September 30, 2023 or 2022.

FEDCAP recognizes revenue from contributions, grants and contracts in accordance with guidance whereby FEDCAP evaluates whether a transfer of assets is (1) an exchange transaction in which a resource provider is receiving commensurate value in return for the resources transferred or (2) a contribution. If the transfer of assets is determined to be an exchange transaction, FEDCAP applies guidance under ASC 606. If the transfer of assets is determined to be a contribution, FEDCAP evaluates whether the contribution is conditional based upon whether the agreement includes both (1) one or more barriers that must be overcome before FEDCAP is entitled to the assets transferred and promised and (2) a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets.

Contributed goods and services are recognized (revenues and expenses, or assets, if capitalizable) at their estimated fair value at the date of receipt and are reflected as in-kind contributions on the accompanying consolidated statements of activities.

***Receivables and Allowance for Doubtful Accounts***

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

***Inventories***

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

***Fixed Assets***

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

***Functional Allocation of Expenses***

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

***Commissions***

FEDCAP pays commissions to an unrelated not-for-profit entity and a New York State entity to provide information on government contracts that need competitive bids for services. The contracts provide for commissions to be paid to these organizations in the range of 0.87% to 3.9% of the contract amount. Commissions paid relating to these contracts amounted to \$2,807,298 and \$2,850,048 for the years ended September 30, 2023 and 2022, respectively, and are included within contract services and products expense in the accompanying consolidated statements of activities.

***Use of Estimates***

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

***Fair Value Measurements***

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

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

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

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

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

***Beneficial Interest in Trusts***

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

At September 30, 2023 and 2022, FEDCAP's beneficial interest in trusts are reflected at fair value in the accompanying consolidated statements of financial position and are classified as Level 3 within the fair value hierarchy.

	2023	2022
Balance, beginning of year	\$ 4,398,082	\$ 5,435,630
Distributions	(139,016)	(131,208)
Appreciation/(depreciation)	476,697	(906,340)
Balance, end of year	\$ 4,735,763	\$ 4,398,082

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

***Impairment of Long-lived Assets***

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

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

***Tax-Exempt Status***

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

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

While FEDCAP does not pay income tax within the United States, it does accrue Value-Added-Tax ("VAT") for liabilities its United Kingdom subsidiaries incur on goods and services purchased overseas. The amount of VAT liability accrued within the accompanying consolidated financial statements for the years ended September 30, 2023 and 2022, is \$1,346,514 and \$2,503,334, respectively, and is reported within accounts payable and accrued liabilities on the accompanying consolidated statements of financial position.

***Goodwill***

Goodwill was established through the acquisition of Apex in 2020 and KS in 2019. The value reported on the consolidated statements of financial position represents the residual difference between the consideration paid and the fair value of the net assets acquired. FEDCAP has elected under relevant guidance to amortize goodwill on a straight-line basis over 10 years and to perform a goodwill impairment analysis at the entity or reporting unit level when a triggering event occurs that indicates the fair value of the entity or reporting unit may be below its carrying amount. Impairment charges totaling \$107,669 were recognized during the year ended September 30, 2023. There were no impairment charges recognized during the year ended September 30, 2022.

***Adopted Accounting Pronouncement (Change in Accounting Principle)***

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. This ASU requires lessees to recognize a lease liability and a right-of-use ("ROU") asset on a discounted basis, for substantially all leases, as well as additional disclosures regarding leasing arrangements. Disclosures are required to enable users of financial statements to assess the amount, timing and uncertainty of cash flows arising from leases. In July 2018, the FASB issued ASU 2018-11, *Leases (Topic 842): Targeted Improvements*,

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

which provided an optional transition method for applying the new lease standard. Topic 842 can be applied using either a modified retrospective approach at the beginning of the earliest period presented or, as permitted by ASU 2018-11, at the beginning of the period in which it is adopted, (i.e., the comparatives under Accounting Standards Codification ("ASC") 840 option).

FEDCAP adopted Topic 842 on October 1, 2022 (the effective date), using the comparatives approach under ASC 840 transition method, which applies Topic 842 at the beginning of the period in which it is adopted. Prior period amounts have not been adjusted in connection with the adoption of this standard. FEDCAP similarly elected the package of practical expedients under the new standard, which permits entities to not reassess lease classification, lease identification or initial direct costs for existing or expired leases prior to the effective date. FEDCAP has lease agreements with non-lease components that relate to the lease components.

FEDCAP 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. FEDCAP determines these assets are leased because FEDCAP 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 FEDCAP determines it does not have the right to control and direct the use of the identified asset. FEDCAP's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating its contracts, FEDCAP separately identifies lease and non-lease components, such as common area and other maintenance costs, in calculating the ROU assets and lease liabilities for its office space. FEDCAP 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 component.

Leases result in the recognition of ROU assets and lease liabilities on the statement of financial position. 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. FEDCAP determines lease classification as operating or finance (previously capital leases) at the lease commencement date.

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. FEDCAP has made a policy election to use a risk-free rate per U.S. Treasury instrument for the initial and subsequent measurement of all lease liabilities. The risk-free rate is determined using a period comparable with the lease term.

The portion of payments on operating lease liabilities related to interest, along with the amortization of the related ROU, is recognized as occupancy expense. This occupancy expense is recognized on a straight-line basis over the term of the lease. The portion of payments on finance lease liabilities related to interest and the amortization of the ROU assets under finance leases are reflected within occupancy expense on the accompanying statement of functional expenses.

The lease term may include options to extend or to terminate the lease that FEDCAP is reasonably certain to exercise. Lease expense is generally recognized on a straight-line basis over the lease term.

FEDCAP has elected not to record leases with an initial term of 12 months or less on its statement of financial position. Lease expense on such leases is recognized on a straight-line basis over the lease term.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

Operating lease ROU assets and operating and finance lease liabilities are presented separately while finance lease ROU assets are presented within property, plant and equipment, net on the accompanying consolidated statements of financial position.

The most significant impact of adoption was the recognition of operating lease ROU assets and operating lease liabilities of \$39,523,718 and \$42,620,262, respectively. As part of adopting the standard, previously recognized liabilities for deferred rent related to operating leases were reclassified as a component of ROU assets. The standard did not significantly affect FEDCAP's changes in net assets or cash flows.

**Reclassifications**

Certain reclassifications were made to the fiscal 2022 consolidated financial statements in order to conform to the fiscal 2023 presentation. Such reclassifications did not result in a change to total net assets, revenues, expenses or changes in net assets as previously reported in the fiscal 2022 consolidated financial statements.

**NOTE 3 - CONTRIBUTIONS AND GRANTS RECEIVABLE**

At September 30, 2023 and 2022, contributions and grants receivable consisted of receivables amounting to \$2,819,540 and \$1,179,787, respectively, net of an allowance for doubtful accounts of \$250,000 for each year.

Approximately 46% and 24% of the contributions and grants receivable (gross) was due from one donor at September 30, 2023 and 2022, respectively.

**NOTE 4 - CONTRIBUTED SPACE RECEIVABLE**

In fiscal 2023, upon commencement of the lease, a contributed space receivable and in-kind contribution with donor restrictions was recognized totaling \$48,617,672 related to the below market rate lease for Civic Hall's 85,000-square-foot learning and training center at 14th Street, Union Square, New York City. This amount represents the present value of the difference between the fair market rate and the contracted payments due under the lease over the lease term. The fair market rate was determined based upon the lease rates for comparable space at the time of the lease commencement. The lease has a 25-year term and the contributed space receivable will be amortized over that period. During the year ended September 30, 2023, \$2,872,184 of the contributed space receivable was amortized and reflected within occupancy costs on the accompanying consolidated statement of functional expenses.

**NOTE 5 - INVESTMENTS**

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

	2023	2022
Money market funds	\$ 1,061,835	\$ 561,734
Mutual funds	9,564,255	8,445,204
	<u>\$ 10,626,090</u>	<u>\$ 9,006,938</u>

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

**NOTE 6 - INVENTORIES, NET**

Inventories consisted of the following at September 30:

	2023	2022
Inventories		
Raw materials	\$ 106,392	\$ 136,294
Work-in-process and finished goods	307,418	369,033
Reserve	(90,000)	(90,000)
	<u>\$ 323,810</u>	<u>\$ 415,327</u>

**NOTE 7 - PROPERTY, PLANT AND EQUIPMENT, NET**

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

	2023	2022
Land	\$ 1,617,809	\$ 1,617,809
Building improvements	4,896,701	4,599,099
Buildings	39,742,759	39,742,759
Finance leases - buildings	79,828,252	79,828,252
Furniture, fixtures and computer systems	31,241,392	26,960,289
Leasehold improvements	34,337,156	12,773,557
	<u>191,664,069</u>	<u>165,521,765</u>
Less: accumulated depreciation	<u>(46,986,327)</u>	<u>(39,391,740)</u>
	<u>\$ 144,677,742</u>	<u>\$ 126,130,025</u>

Depreciation and amortization expense for the years ended September 30, 2023 and 2022 was \$6,282,685 and \$6,230,114, respectively.

**NOTE 8 - REVOLVING LOANS**

***Investors Bank***

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

***Provident Bank***

On January 27, 2023, FEDCAP entered into an agreement with Provident Bank to refinance certain of its previous debt arrangements as well as to provide for additional liquidity for operations. In connection with the refinancing, FEDCAP entered into (1) a revolving line of credit agreement (Facility A) with a borrowing limit of \$42,500,000, with a maturity date of March 25, 2025 and interest payable quarterly at a rate of one month CME Term Secured Overnight Financing Rate ("SOFR") plus 2.90% but no less than 5.00%; and (2) an additional \$7,500,000 credit line (Facility B) interest payable quarterly at a rate of one month CME Term SOFR plus 2.90% but no less than 5.00%. The revolving line of credit agreement requires that FEDCAP maintain minimum unrestricted liquid assets of \$15,000,000. The proceeds from the revolving line of credit were used to repay the existing revolving credit line held by Investors Bank, mentioned above. As of September 30, 2023, FEDCAP had borrowings on Facility A of \$29,345,101 at an interest rate of 8.22%. There were no outstanding borrowings under Facility B as of September 30, 2023. The balance reported on the accompanying consolidated statement of financial position as of September 30, 2023 is net of unamortized debt issuance costs of \$32,635.

**NOTE 9 - LONG-TERM DEBT**

***Notes Payable***

On October 21, 2004, TOTS entered into a \$700,000 mortgage note payable to finance the acquisition of the building located in Bronx, New York. The note was secured by the property and all of the assets of TOTS. The interest rate is 5.0% and principal and interest of \$4,960 is payable monthly through the maturity date of November 1, 2024. At September 30, 2023 and 2022, the outstanding principal balance was \$67,284 and \$121,884, respectively.

FEDCAP entered into an agreement with Investors Bank for two term loans in the amounts of \$6,000,000 and \$6,600,000, with a maturity date of November 1, 2045 and November 1, 2030, respectively, along with monthly payments of principal and interest at a rate of 4.00%. At September 30, 2023 and 2022, the outstanding principal balance of the term loans was \$11,137,729 and \$11,659,271, respectively.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

**Bonds Payable**

In December 2013, FRS entered into a Loan Agreement with Build NYC Resource Corporation ("Build NYC"), a local development corporation, for Build NYC to issue bonds to finance the purchase of the sixth floor of a building located at 633 Third Avenue in New York City and related expenses. Build NYC issued \$18,450,000 of tax-exempt revenue bonds ("Series 2013A"). Monthly payments of interest commenced in June 2014. The Series 2013A bonds have a coupon rate of 4.2% with a maturity date of December 1, 2033. The Series A bonds were placed with Israel Discount Bank ("IDB") and, as part of the bond purchase and continuing covenant agreement between FRS and IDB, FRS must maintain a minimum balance with IDB of \$4,000,000, which is included within investments in the accompanying consolidated statements of financial position at September 30, 2023 and 2022. At September 30, 2023 and 2022, the outstanding principal balance of the Series 2013A bonds was \$14,235,000 and \$14,840,000, respectively. The following is a summary of minimum principal payments due on the notes and bonds at September 30, 2023:

<u>Year Ending September 30,</u>	<u>Notes Payable</u>	<u>Bonds Payable</u>	<u>Total</u>
2024	\$ 584,654	\$ 630,000	\$ 1,214,654
2025	544,230	655,000	1,199,230
2026	541,215	685,000	1,226,215
2027	548,331	715,000	1,263,331
2028	555,193	745,000	1,300,193
Thereafter	8,431,390	10,805,000	19,236,390
	<u>\$ 11,205,013</u>	<u>\$ 14,235,000</u>	25,440,013
Less: current portion			(1,214,654)
Less: bond issuance cost			(544,727)
			<u>\$ 23,680,632</u>

**NOTE 10 - ADVANCES FROM GOVERNMENT AGENCY**

During fiscal 2023 and 2022, FEDCAP received contract advances from various New York City government agencies. The refundable balance related to these advances as of September 30, 2023 and 2022 is \$40,206 and \$564,276, respectively. These advances are non-interest bearing and will be offset by future receivables within these programs.

**NOTE 11 - FORGIVABLE CAPITAL ADVANCES**

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

The following table summarizes the forgivable capital advances as of September 30, 2023:

	<u>Amount of Original Advance</u>
<b>Housing I</b>	
U.S. Department of HUD, interest rate of 5.375%, due unless forgiven on October 11, 2045, secured by six rental housing units. At September 30, 2023 and 2022, \$228,010 and \$238,335, respectively, was included in net assets with donor restrictions related to the Note.	\$ 413,000
<b>Housing II</b>	
U.S. Department of HUD, interest rate of 5.250%, due unless forgiven on April 1, 2048, secured by 10 rental housing units. At September 30, 2023 and 2022, \$438,567 and \$456,407, respectively, was included in net assets with donor restrictions related to the Note.	713,600
City of Austin passed through AHFC, interest rate of 0%, due unless forgiven on May 1, 2049, secured by 10 rental housing units, subordinate to the \$713,600 loan. At September 30, 2023 and 2022, \$319,792 and \$332,292, respectively, was included in net assets with donor restrictions related to the Note.	500,000
<b>Housing III</b>	
U.S. Department of HUD, interest rate of 4.125%, due unless forgiven on December 1, 2050, secured by eight rental housing units. At September 30, 2023 and 2022, \$502,517 and \$521,013, respectively, was included in net assets with donor restrictions related to the Note.	739,900
City of Austin passed through AHFC, interest rate of 0%, due unless forgiven on November 30, 2050, secured by eight rental housing units, subordinate to the \$739,900 loan. At September 30, 2023 and 2022, \$336,010 and \$348,379, respectively, was included in net assets with donor restrictions related to the Note.	494,740
<b>Housing IV</b>	
U.S. Department of HUD, interest rate of 4.125%, due unless forgiven on February 15, 2053, secured by 10 rental housing units. At September 30, 2023 and 2022, \$790,191 and \$813,950, respectively, was included in net assets with donor restrictions related to the Note.	1,070,400
City of Austin passed through AHFC, interest rate of 0%, due unless forgiven on February 28, 2053, secured by 10 rental housing units; subordinate to the \$1,070,400 loan. At September 30, 2023 and 2022, \$456,561 and \$475,183, respectively, was included in net assets with donor restrictions related to the Note.	624,898
<b>Total</b>	<u>\$ 4,556,538</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

**NOTE 12 - LEASES**

FEDCAP has entered into operating and finance lease commitments for space, office equipment and vehicles at various locations for its programs and administrative activities, which expire on various dates through July 2067.

The lease cost and other required information relevant to the lease commitments for the year ended September 30, 2023 are:

Lease cost	
Operating lease cost	\$ 15,299,969
Finance lease cost	
Amortization of right-of-use assets	297,686
Interest on lease liabilities	3,586,628
Sublease income	<u>(1,465,264)</u>
Total lease cost	<u>\$ 17,719,019</u>
Operating cash flows from operating leases	\$ 15,299,969
Operating cash flows from finance leases	2,881,967
Financing cash flows from finance leases	1,049,268
Right-of-use assets, obtained in exchange for new operating lease liabilities	\$ 52,158,869
Right-of-use assets, obtained in exchange for new finance lease liabilities	578,592
Weighted-average remaining lease term:	
Operating leases	18.57 years
Finance leases	25.56 years
Weighted-average discount rate:	
Operating leases	3.45%
Finance leases	5.70%

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

Future minimum payments under FEDCAP's leases are due as follows:

	Operating Leases	Finance Leases
2024	\$ 11,321,897	\$ 4,795,398
2025	8,875,761	5,026,816
2026	7,181,551	5,066,961
2027	5,656,326	5,015,962
2028	6,821,861	4,934,652
Thereafter	90,537,854	111,810,670
	<hr/>	<hr/>
Total future undiscounted lease payments	130,395,250	136,650,459
Less: interest	<u>(38,300,532)</u>	<u>(56,891,323)</u>
Lease liabilities	<u>\$ 92,094,718</u>	<u>\$ 79,759,136</u>

**Disclosures Related to Periods Prior to Adoption of ASC 842**

Total rent expense for the year ended September 30, 2022 was \$15,289,496. Rent expense related to lease agreements was recognized on a straight-line basis over the lease term.

Future minimum lease commitments under non-cancellable operating leases as of September 30, 2022 were as follows:

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

Future minimum lease commitments under non-cancellable finance leases as of September 30, 2022 were as follows:

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

**NOTE 13 - CONTINGENCIES**

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

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

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

NOTE 14 - TUITION REVENUE

FEDCAP receives funding for Fedcap Apex Technical School Inc (d/b/a Apex Technical School) and for the Career Design School from the New York State Education Department, administered by the Bureau of Proprietary School Supervision. Gross tuition income has been included within rehabilitation and vocational programs in the accompanying consolidated statements of activities for the years ended September 30, 2023 and 2022 as follows:

	2023	
	Fedcap Apex Technical School Inc d/b/a Apex Technical School	Career Design School
Tuition	\$ 20,636,905	\$ 100,478
Less: book and tool sales	(664,857)	-
Less: application and insurance fees	(136,301)	-
Subtotal	19,835,747	\$100,478
Add: student Refunds and Returns to Federal Family Education Loan Programs included above	543,070	-
Gross tuition for tuition assessment calculations	<u>\$ 20,378,817</u>	<u>\$ 100,478</u>
	2022	
	Fedcap Apex Technical School Inc d/b/a Apex Technical School	Career Design School
Tuition	\$ 19,824,972	\$ 287,248
Less: book and tool sales	(566,428)	-
Less: application and insurance fees	(119,444)	-
Subtotal	19,139,100	287,248
Add: student Refunds and Returns to Federal Family Education Loan Programs included above	505,802	-
Gross tuition for tuition assessment calculations	<u>\$ 19,644,902</u>	<u>\$ 287,248</u>

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

**NOTE 15 - NET ASSETS**

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

	<u>2023</u>	<u>2022</u>
For use in future periods for		
Employment and job search programs	\$ 236,488	\$ 260,388
ESCT HUD capital advances	3,071,648	3,185,559
Time restricted - beneficial interest in remainder trust	2,577,709	2,395,008
Time restricted - general	<u>47,416,091</u>	<u>1,137,964</u>
	53,301,936	6,978,919
Beneficial interest in perpetual trusts and endowment funds subject to appropriation and satisfaction of donor restrictions	<u>2,158,054</u>	<u>2,003,074</u>
	<u>\$ 55,459,990</u>	<u>\$ 8,981,993</u>

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

	<u>2023</u>	<u>2022</u>
Easter Seals - beneficial interest in perpetual trusts	\$ 1,993,803	\$ 1,842,325
ReServe endowment	85,471	82,306
CWS endowment	<u>78,780</u>	<u>78,443</u>
	<u>\$ 2,158,054</u>	<u>\$ 2,003,074</u>

Net assets released from restrictions during the years ended September 30, 2023 and 2022 amounted to \$3,249,208 and \$669,536, respectively.

Net assets released from restrictions are comprised of the following as of September 30:

	<u>2023</u>	<u>2022</u>
Time Restricted - general	\$ 3,084,970	\$ -
ESCT HUD Capital Advances	113,913	113,913
Employment and job search programs	<u>50,325</u>	<u>555,623</u>
	<u>\$ 3,249,208</u>	<u>\$ 669,536</u>

**NOTE 16 - RELATED-PARTY TRANSACTIONS**

A CWS Board member is a trustee of the Eaton Fund. CWS leases its facilities from the Eaton Fund. The rent paid to Eaton Fund for each of the years ended September 30, 2023 and 2022 was \$130,000 and \$97,500, respectively.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

**NOTE 17 - EMPLOYEE BENEFIT PLANS**

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

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

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

Plan contributions are invested in one or more of the funding vehicles available to participants under the plans. Each participant is fully and immediately vested in employee contributions. Employer contributions to the plans amounted to \$13,520,332 and \$12,381,925 for the years ended September 30, 2023 and 2022, respectively.

**NOTE 18 - CONCENTRATIONS**

FEDCAP provides building services for federal buildings, which comprised 18% of total revenues during the years ended September 30, 2023 and 2022. FEDCAP provides offsite data entry personnel, custodial and other services to various branches of the state and city government through one New York State organization, which comprised 5% of total revenues during the years ended September 30, 2023 and 2022.

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

**NOTE 19 - LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

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

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

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

As of September 30, 2023 and 2022, the following tables show the total financial assets held by FEDCAP and the amounts of those financial assets that could readily be made available within one year of the balance sheet date to meet general expenditures.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2023 and 2022

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

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 25,187,907	\$ 55,878,023
Accounts receivable, net	59,466,388	48,355,344
Contributions and grants receivable, net	2,819,540	1,179,787
Investments	<u>10,626,090</u>	<u>9,006,938</u>
Total financial assets available within the next 12 months	98,099,925	114,420,092
Less amounts unavailable for general expenditure due to:		
Donor-imposed restrictions	(4,772,847)	(4,583,655)
Minimum liquidity and collateral requirements under borrowing and other arrangements	<u>(18,900,000)</u>	<u>(17,500,000)</u>
Total financial assets available to meet general expenditures over the next 12 months	<u>\$ 74,427,078</u>	<u>\$ 92,336,437</u>

**NOTE 20 - SUBSEQUENT EVENTS**

FEDCAP evaluated its September 30, 2023 consolidated financial statements for subsequent events through February 15, 2024, the date the consolidated financial statements were available for issuance. FEDCAP is unaware of any events which would require recognition or disclosure in the accompanying consolidated financial statements other than what is described in this note.

On October 24, 2023, FEDCAP entered into an agreement with Provident Bank for a non-revolving construction line of credit in the amount of \$10,000,000. The line of credit will be used to finance the construction of certain improvements related to the Civic Hall lease. The line of credit has a maturity date of December 31, 2027 and fixed interest rate of 7.14%.

**SUPPLEMENTARY INFORMATION**







## **BOARD OF DIRECTORS**

**Nick Brattan, Chairman**

Board Date 6/13/2018



Profession: President – NE Document Systems Inc.

**William Rider**

Board Date 2009



Profession: CEO/President-Greater Manchester Mental Health

**Lynne Westaway, Treasurer**

Board Date 8/1/2007



Profession: CPA/Partner-WIPFLI

**James Sweeney PhD**

Board Date 10/1/2020



Profession: PhD, Counseling

**Peter Burke**

**Board Date 4/1/21**



**Profession: Community Education Manager @ St-Joseph Hospital**

**Cassandra Durand**

**Board Date 3/16/23**



**Profession: Director of ProHealth Integrated Primary Care**

**Kate Turcotte**

**Board Date 3/6/24**



**Profession: MSW, Professor and Therapist**

**Patrick Long**

**Board date 4/12/2026**



**Attorney**

# WHITNEY H. BROWN

wbrown@granitepathways.org

## QUALIFICATIONS/LICENSURE

Association of Community Rehabilitation Educators – ACRE (March 2022)  
NH Licensed Acupuncture Detoxification Specialist  
Certified Sober Parenting Journey Facilitator (Nov 2018)  
Certified Recovery Support Worker Supervisor, (CRSW Supervisor, license 148)  
Mental Health First Aid National Instructor (certified April 2018)  
NH Licensed Nursing Assistant (2015-2020)

## EDUCATION

<u>UNIVERSITY OF NEW HAMPSHIRE</u>		Durham, NH
Master of Social Work (Leave of Absence)	October 2022	
<u>UNH INSTITUTE ON DISABILITY</u>		Durham, NH
Building Futures Apprenticeship	Oct 2021 – May 2023	
<u>GRANITE STATE COLLEGE</u>		Concord, NH
Micro Credential in Addiction Studies	Jun 2020 – Jun 2021	
<u>UNH PROFESSIONAL EXTENSION SCHOOL</u>		Durham, NH
Introduction to Grant Writing	Sept 2019	
Introduction to Basic Project Mgt.	Oct 2019	
<u>CITY UNIVERSITY OF NEW YORK</u>		New York, NY
Marketing Principles	Fall 2010	
Business Law in the Digital Age	Spring 2011	
<u>BOSTON COLLEGE</u>		Chestnut Hill, MA
BA in International Studies	Sept 2004 – May 2008	
<u>INTERNATIONAL UNIV. OF BUSINESS &amp; ECON.</u>		
Semester Abroad in Beijing, China	Jan 2007 – May 2007	

## EXPERIENCE

<u>SAFE HARBOR RECOVERY CENTER</u>	Oct 2022 - Present	Portsmouth, NH
<b>Director</b>		
Responsible for all day-to-day operations as an SUD outpatient treatment facility		
Provide and oversee quality and person-centered direct recovery support service for clients with co-occurring disorders		
Ensure client safety and triage and/or perform crisis intervention		
Appropriately respond to displays or communication of imminent threat and/danger		
Hire and train new staff		
Develop and implement new strategies, programs, policies and procedures		
Design and implement marketing strategy and initiatives		

<u>SAFE HARBOR RECOVERY CENTER</u>	Oct 2021 – Oct 2022	Portsmouth, NH
<b>Center Manager</b>		
Manage the Job Launch Program		
Manage the Parenting Journey in Recovery Program		
Manage the Homeless Outreach Program		
Manage Peer Recovery Support Services		
Supervise all staff and volunteers		
Advance and sustain all recovery community organizational activity		
Cultivate donor relations		
Establish and develop community partnerships		
Ensure HIPAA and 42 CFR compliance		

<u>JOB LAUNCH OF GRANITE PATHWAYS</u>	Sept 2020 – Oct 2021	Portsmouth, NH
<b>Contract Manager &amp; CRSW</b>		

## WHITNEY H. BROWN

Manage contract deliverables  
 Qualify and quantify key performance indicators  
 Supervise staff and interns  
 Assist in employee professional development and licensure  
 Ensure HIPAA and 42 CFR compliance  
 Educate employees and volunteers in confidentiality practices  
 Support business development  
 Draft and submit grant proposals  
 Develop service integration with other Statewide workforce and recovery initiatives  
 Assist participants in career exploration and development  
 Place participants in recovery-support work environments & Recovery Friendly Workplaces  
 Facilitate vocational classes in SUD treatment settings

JOB LAUNCH OF GRANITE PATHWAYS                      Feb 2020 – Sept 2020                      Portsmouth, NH

**Employment Specialist & CRSW**

Offer direct peer recovery support services through motivational conversation  
 Facilitate and coordinate Power of Possible work readiness curriculum  
 Conduct psychosocial intakes  
 Establish and maintain client relationships on peer recovery support basis  
 Initiate and cultivate relationships with client referral sources  
 Formulate initial comprehensive service plans  
 Coordinate with and delegate to Job Developer in service of clients' needs  
 Structure referral processes  
 Navigate privacy and confidentiality laws of telehealth and recovery coaching practice  
 Draft and submit to Contractors quarterly reports  
 Formulate records retention procedures  
 Contribute to creation of programmatic materials including marketing brochure  
 Assist with work readiness activities including resume drafting and proper interviewing

SAFE HARBOR RECOVERY CENTER                      Sept 2018 – Feb 2020                      Portsmouth, NH

**Facilitator/ Parenting Journey Coord. & CRSW**

Assist individuals in defining and articulating their desired pathway of recovery  
 Monitor and support individuals in achieving desired pathway of recovery  
 Motivationally interview participants to develop actionable goals  
 Validate and advocate for recoverees seeking expanded parental rights  
 Navigation of and proficiency with family court system and parental rights in NH  
 Leverage existing community resources to level obstacles in the way of health stability

PRIVATE DUTY HOME HEALTHCARE                      March 2017 – Sept 2018                      Kittery, ME

**Personal Care Assistant**

MAXIM HEALTHCARE SERVICES                      March 2016 – March 2018                      Manchester, NH

**Licensed Nursing Assistant**

NEW CASTLE FIRE DEPARTMENT                      Oct 2016 – May 2020                      New Castle, NH

**Member; Support Medical Team**

RISE ABOVE SOBER LIVING                      Aug – Oct 2015                      Nashua, NH

**House Manager**

GUNDERSON DETTMER, et al                      Nov 2010 – April 2012                      New York, NY

**Legal Secretary**                      Nov 2011 – April 2012

**Receptionist**                      Nov 2010 – Nov 2011

INTERNATIONAL VENUE GROUP                      March 2010 – Aug 2010                      Shanghai, PRC

**USA Pavilion Server**

MANDARIN PRIVATE TUTORING                      Nov 2009 – Feb 2010                      Shanghai, PRC

**English Tutor**

# WHITNEY H. BROWN

MANDARIN ORIENTAL HOTEL

**Asana Server**

WENTWORTH BY THE SEA HOTEL

**Server**

Sept 2008 – May 2009

Boston, MA

Summers 2002 – 2008

New Castle, NH

**Terri Varney**  
**tvarney@granitepathways.org**

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**OBJECTIVE**

To obtain a position in education or human services that serves individuals, families and the community.

**EDUCATION**

**NEW HAMPSHIRE PROFESSIONAL CERTIFIED COACH ~ 2010**

University of New Hampshire ~ Coaching Children & Teens

**MASTER OF EDUCATION ~ 2006**

University of Massachusetts, Lowell, MA

**PROFESSIONAL EXPERIENCE**

**CERTIFIED RECOVERY SUPPORT SPECIALIST ~ Rockingham County NH 2018-present**

Most recently at Safe Harbor Recovery Center ~ Portsmouth, NH

**EVENING ADULT EDUCATION TEACHER ~ York Adult Education, ME. 2016 – 2017**

**PARAPROFESSIONAL ~ Portsmouth, Durham and York School Departments – 2015-2018**

**DISABILITY SERVICES COORDINATOR ~ Great Bay Community College Portsmouth 2008 – 2014**

**LANGUAGE ARTS/READING TEACHER ~ Whittier Technical High School Haverhill, MA pre 2008**

**COMMUNITY SERVICE**

**REIKI PRACTITIONER MASTER Volunteer ~ Safe Harbor Recovery Center, Portsmouth, NH 2017**  
and Portsmouth Regional Hospital, Portsmouth, NH 2010 – 2015

Provided sessions for hospitalized individuals and/or in recovery from substance use disorders

**TRANSFERABLE SKILLS**

Interpersonal communication, organizing, collaborating, and facilitating learning

## EDWARD J. MILLIKEN

emilliken@granitepathways.org

### PROFILE

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

### CORE COMPETENCIES

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

### PROFESSIONAL EXPERIENCE

**Granite Pathways/Safe Harbor Recovery Center (SHRC) 2022-Present**  
**Job Placement Specialist**

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

Joined SHRC as a Volunteer in July, 2022 and was asked, in May 2023, to assume the part time role of Job Placement Specialist in the organization's Job Launch program. Coach and mentor clients in various aspects of the job search process (resume development, career decision making, application process, interviewing, etc.) as clients move back into the job market as the next step in their recovery process. Continue coaching and mentoring clients to ensure success in their job and in their recovery. Obtained licensure as a Certified Recovery Support Worker (CRSW) in May, 2024.

**Facing History and Ourselves (FHAO), Brookline, MA 2014-2021**  
**Director of Program Operations and Regional Strategy**

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

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

**National Association of Elementary School Principals (NAESP), Alexandria, VA 2013-2014**  
**Associate Executive Director**

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

**ASCD, Alexandria, VA 2011-2013**  
**Managing Director and Interim Chief Program Development Officer**

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

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

**Staff Development for Educators (SDE), Peterborough, NH**

2002-2011

**Director, New Program/Content Development**

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

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

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

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

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

**The Monadnock Training Council, Amherst, NH**

1998-2002

**The Training and Education Center of New England**

1999-2002

**Owner/President**

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

**The Efficacy Institute**

1994 to 1998

**Senior Consultant/ Trainer**

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

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

**Adams and Thayer, Inc.**

1986 to 1994

**Vice President/Senior Consultant**

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

**ADDITIONAL PROFESSIONAL EXPERIENCE**

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

**EDUCATION**

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

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

Master of Education, Reading Boston University Boston, MA

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

**Justin Younger**  
**[jyounger@granitepathways.org](mailto:jyounger@granitepathways.org)**

**PROFESSIONAL EXPERIENCE**

**Safe Harbor**  
CRSW, Recovery Specialist, Outreach, Volunteer Coordinator

Providing one on one Recovery Coaching session with members of Safe Harbor. I intake both walk ins and appointments to become a member of Safe Harbor. I supervise the Volunteer program, and the volunteers, on both their professional development track, and if they are looking to volunteer to help their community. I also Coach Working Feilds clients, as we are one of their partners. I attend any community resource meetings. I also work with other partnering agencies in the area, by doing presentations about our services. Assist clients with developing personal coping skills and strategies, and with identifying connections to sober support systems, and any other resources they can utilize. Facilitate Narcan training to agencies in the area. Entering data with several different software programs that are required by our funding organizations. I create and update policies and procedures for Safe Harbor. I am also the head of Safe Harbors social media accounts and postings. I create workflows for the team and myself. I also log all trackable items and create new trackers for the team. I work with Microsoft TEAMS, Recovery Link, Single Stop, Unite Us, and MMIS.

Location- 865 Islington Street  
Portsmouth, NH 03801  
January 2023- Present

**Turning Point Case Manager**

Southeastern Services New Hampshire Drug and Alcohol Abuse Services  
Location- 272 County Farm Rd, Dover NH 03820  
May 2019-Present

Provide case management assistance to clients in the low-intensity treatment program  
Collaborate with the treatment team to provide clients with individualized case management and treatment plans  
Assist clients with developing personal coping skills and strategies  
Assist clients with identifying connections to sober support systems, including introduction to the 12-step recovery process  
Assist clients with improving relationships and communication with family and other primary supports  
Facilitate and create daily programming groups for the clients  
Ensure clients follow all program rules and regulations  
Observed, recorded, and reported on treatment, behavior, and progress of clients  
Assist in establishing and implementing agency policies and procedures  
Maintain records of clinical work per the standards of the profession using the WITS operating system

**Integrated Delivery Network Case Manager**

Southeastern Services New Hampshire Drug and Alcohol Abuse Services  
Dover NH  
April 2018-May 2019

Assisted patients with the transition from a hospitalized setting into substance abuse treatment programs

Responded to client requests and concerns

Educated hospital employees about recovery resources, including medication assisted treatment, SUD outpatient and IOP services, mental health treatment providers and primary care doctors

Collaborated with IDN staff and treatment team members

**Addiction Recovery Center (ARC) Residential Assistant**

Southeastern Services New Hampshire Drug and Alcohol Abuse Services

Dover NH

September 2016-April 2018

Facilitated and helped create psycho-educational groups

Ensure clients follow all program rules and regulations

Observed, recorded, and reported on treatment, behavior, and progress of clients

Helped provide clients with the knowledge and skills needed to achieve a stable recovery

Observed medication calls

Maintained records per the standards of the profession using the WITS operating system

Assisted with training new employees

**Floor Manager**

Bonfire Recovery

Dover, NH

September 2014-March 2016

Observed, recorded, and reported on treatment, behavior, and progress of residents

Help the residents accountable for their behaviors

Assigned the chores and other duties to residents

**EDUCATION AND CERTIFICATIONS**

Certified Recovery Support Worker-as of October 2018-Prest

Certified Recovery Coach-as of April 2018

CPR Certified-as of September 2019

Narcan Trained-January 2016

Central High School Diploma 2002

**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:**

**Granite Pathways**

<b>NAME</b>	<b>JOB TITLE</b>	<b>ANNUAL AMOUNT PAID FROM THIS CONTRACT</b>	<b>ANNUAL SALARY</b>
Whitney Brown	Program Director	\$16,537.97	\$65,149.58
Teresa Varney	Recovery Employment Specialist	\$32,548.83	\$38,466.79
Edward Milliken	Recovery Employment Specialist	\$17,051.65	\$20,151.95
Justin Younger	Recovery Specialist	\$4,128.33	\$48,789.41
TBD	Recovery Employment Specialist	\$18,747.22	\$45,760.00
		\$0.00	\$0.00



Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

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

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

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September 1, 2023

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

**REQUESTED ACTION**

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

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

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

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

See attached fiscal details.

### EXPLANATION

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

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

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

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

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

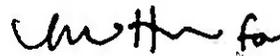
Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery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

Area served: Statewide.

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

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

Respectfully submitted,



Lori A. Weaver  
Commissioner

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

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

Vendor Name Archways Vendor # 310158

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

Vendor Name Granite Pathways Vendor # 228900

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

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

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

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

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
September 29, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$869,873
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director
4. Modify Exhibit A, Scope of Services by replacing it in its entirety with Exhibit A, Amendment #4, Scope of Services, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
  1. This Agreement is funded by 100% Federal funds from the State Opioid Response Grant, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Assisted Listing Number (ALN) 93.788, as awarded on:
    - 1.1. 09/30/2018, FAIN H79T1081685;
    - 1.2. 09/30/2020, FAIN H79T1083326;
    - 1.3. 08/09/2021, FAIN H79T1083326;
    - 1.4. 09/23/2022, FAIN H79T1085759; and
    - 1.5. Date and FAIN TBD pending receipt of the Notice of Award from SAMHSA, which is anticipated to be effective 9/30/2023.
6. Modify Exhibit B – Amendment #1, Methods and Conditions Precedent to Payment; Section 3, to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1 Budget through Exhibit B-11, Amendment #4, SOR III Budget.

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

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

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

State of New Hampshire  
Department of Health and Human Services

9/5/2023

Date

DocuSigned by:

*Katja S. Fox*

Name: Katja S. Fox

Title: Director

Granite Pathways

9/5/2023

Date

DocuSigned by:

*Kenneth Brezenoff*

Name: Kenneth Brezenoff

Title: Authorized Representative

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

OFFICE OF THE ATTORNEY GENERAL

9/5/2023

Date

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

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

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



Exhibit A – Amendment #4

Scope of Services

**1. Provisions Applicable to All Services**

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

**2. Scope of Services**

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



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

**Exhibit A – Amendment #4**

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

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

**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

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

**3. Staffing**

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

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

**Exhibit A – Amendment #4**

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

**4. Reporting**

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

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



**Exhibit A – Amendment #4**

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

**5. Performance Measures**

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

**6. State Opioid Response (SOR) Grant Standards**

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

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



**Exhibit A – Amendment #4**

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

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



**Exhibit A – Amendment #4**

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

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

Contractor Initials AD

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

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Contractor Initials

Date 9/5/2023



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

18

Lori A. Shibiakette  
Commissioner

Katja S. Fox  
Director

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

October 11, 2022

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

**REQUESTED ACTION**

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

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

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Archways (FKA: Greater Tilton Area Family Resource Center)	297434-R001	Greater Tilton Area	\$351,083	\$130,000	\$481,063	O: 08/14/19 (Item #10) A1:02/17/21 (Item #20) A2:10/13/21 (Item #35)
Granite Pathways, Concord NH	228900-B001	Statewide	\$497,873	\$188,000	\$683,873	O: 09/18/19 (Item #19) A1:02/17/21 (Item #20) A2:10/13/21 (Item #35)
<b>Total:</b>			<b>\$848,936</b>	<b>\$316,000</b>	<b>\$1,164,936</b>	

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

See attached fiscal details.

### EXPLANATION

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

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

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

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

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

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

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

Area served: Statewide.

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

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

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

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

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

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

<b>Overall Total</b>	<b>\$848,936.00</b>	<b>\$316,000.00</b>	<b>\$1,164,936.00</b>
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Lori A. Shildenert  
 Commissioner

Katja S. Fox  
 Director

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

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

September 3, 2021

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

**REQUESTED ACTION**

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

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

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

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

See attached fiscal details.

**EXPLANATION**

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

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

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

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

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

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

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

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

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

Area served: Statewide

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

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

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

**05-92-92-920310-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS:  
BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, BOR GRANT  
100% Federal Funds**

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

Vendor Name		Granite Pathways			Vendor # 228900	
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057048	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$139,500.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$48,500.00	\$48,500.00
<b>Sub Total</b>				<b>\$311,873.00</b>	<b>\$188,000.00</b>	<b>\$499,873.00</b>

<b>Overall Total</b>	<b>\$538,936.00</b>	<b>\$310,000.00</b>	<b>\$848,936.00</b>
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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR BEHAVIORAL HEALTH

Lori A. Sibley  
Commissioner

Katja S. Fox  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-851-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 3, 2020

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

**REQUESTED ACTION**

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

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

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Greater Tilton Area Family Resource Center, Tilton/NH	297434-R001	Greater Tilton Area	\$138,740	\$88,323	\$227,063	O: 08/14/19, Item #10
Granite Pathways, Concord/NH	228800-B001	Statewide	\$195,234.48	\$116,639	\$311,873.48	O: 09/18/19, Item #19
<b>Total:</b>			<b>\$333,974.48</b>	<b>\$204,962</b>	<b>\$538,936.48</b>	

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

See attached fiscal details.

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

### EXPLANATION

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

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

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

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

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

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

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

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

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

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

Area served: Statewide.

Source of Funds: CFDA #93.788, FAIN #T1081685 and FAIN #T1083328.

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

Respectfully submitted,



Lori A. Shiblette  
Commissioner

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

05-95-82-920510-7040 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS:  
BEHAVIORAL HEALTH DIV OF BUREAU OF DRUG & ALCOHOL SERVICES, STATE OPIOID  
RESPONSE GRANT  
100% Federal Funds CFDA #93.788 FA#N H78T1081685 and H78T1083326

Greater Titon Area Family Resource Center, Titon/NH				Vendor #		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102/500731	Contracts for Program Services	92057040	\$110,992	(\$40,911)	\$70,081
2021	102/500731	Contracts for Program Services	92057040	\$17,748	\$0	\$17,748
2021	102/500731	Contracts for Program Services	92057046	\$0	\$29,234	\$29,234
2021	102/500731	Contracts for Program Services	92057048	\$0	\$66,667	\$66,667
2022	102/500731	Contracts for Program Services	92057048	\$0	\$23,333	\$23,333
		Sub Total		\$138,740	\$88,323	\$227,063

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

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

Katja S. Fox  
Director

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

139 PLEASANT STREET, CONCORD, NH 03301  
603-271-9544 1-800-857-3345 Ext. 9544  
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 28, 2019

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

**REQUESTED ACTION**

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

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

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

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

**EXPLANATION**

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

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recognized as a critical element in the recovery process, providing people with hope and opportunity to move forward in the recovery process that is determined by principles of self-determination.

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

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

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

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

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

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

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

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recovery and meaningfully participate in their communities.

Area served: Statewide.

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

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

Respectfully submitted,



Jeffrey A. Mayers  
Commissioner



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

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

RFP-2019-BDAS-12-WORKF

RFP Name

RFP Number

Reviewer Names

Bidder Name

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

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

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