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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
 Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 20, 2025

Her Excellency, Governor Kelly A. Ayotte
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Sole Source** amendment to an existing contract with Granite United Way (VC #160015), Manchester, NH, to continue facilitating a landlord incentive program to support the transition of individuals from New Hampshire Hospital to the community, by exercising a contract renewal option by increasing the price limitation by \$859,286 from \$1,213,635 to \$2,072,921 and extending the completion date from June 30, 2025 to June 30, 2027, effective July 1, 2025, upon Governor and Council approval. 100% General Funds.

The original contract was approved by Governor and Council on January 31, 2024 (item #31).

Funds are anticipated to be available in State Fiscal Years 2026 and 2027, 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.

05-95-92-922010-41170000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF MENTAL HEALTH SERVICES, CMH PROGRAM SUPPORT

| State Fiscal Year | Class / Account | Class Title | Job Number | Current Budget | Increased (Decreased) Amount | Revised Budget |
|-------------------|-----------------|------------------------|--------------|--------------------|------------------------------|--------------------|
| 2024 | 102-500731 | Contracts for Prog Svc | 92204117 | \$783,992 | \$0 | \$783,992 |
| 2025 | 102-500731 | Contracts for Prog Svc | 92204117 | \$429,643 | \$0 | \$429,643 |
| 2026 | 102-500731 | Contracts for Prog Svc | 92204117 | \$0 | \$429,643 | \$429,643 |
| 2027 | 102-500731 | Contracts for Prog Svc | 92204117 | \$0 | \$429,643 | \$429,643 |
| | | | Total | \$1,213,635 | \$859,286 | \$2,072,921 |

EXPLANATION

This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. The Contractor built the necessary infrastructure in targeted regions of the state and has successfully delivered a landlord incentive program to support the transition of individuals from New Hampshire Hospital (NHH) to the community.

The purpose of this request is to exercise an available contract renewal option for the Contractor to continue to facilitate the statewide landlord incentive program for the safe transition of individuals from NHH to the community by providing coordinated landlord engagement; property provider incentives, and strong tenancy support to individuals discharged from NHH or from other facilities who hold an active Housing Bridge Subsidy voucher.

Approximately 40 individuals will be served during State Fiscal Years 2026 and 2027.

This request supports the Department's Mission Zero project, which focuses on eliminating hospital emergency department (ED) psychiatric boarding and allow for the safe transition of individuals at inpatient psychiatric facilities and EDs to the community thereby reducing the over-utilization of healthcare and hospital emergency services.

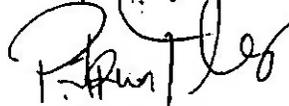
The Department will continue to monitor services by reviewing ongoing required data and reporting provided by the Contractor as well as monthly reviews of service delivery.

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

Should the Governor and Council not authorize this request, individuals from NHH and other psychiatric residential facilities who are ready to transition to independent apartments in the community will be delayed, which would limit the Department's ability to increase the availability of beds at NHH and address ED boarding.

Area served: Statewide.

Respectfully submitted,



L Lori A. Weaver
Commissioner

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

This Amendment to the Landlord Incentive Program contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Granite United Way ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on January 31, 2024 (Item #31), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, 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, 2027
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$2,072,921
3. Modify Exhibit C, Payment Terms, Section 3., to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items, as specified in Exhibits C-1, Budget through Exhibit C-4; Budget – Amendment #1.
4. Add Exhibit C-3, Budget – Amendment #1, which is attached hereto and incorporated by reference herein.
5. Add Exhibit C-4, Budget – Amendment #1, which is attached hereto and incorporated by reference herein.

Initial
NR

All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2025, 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

3/21/2025

Date

DocuSigned by:
Katja S. Fox

Name: Katja S. Fox
Title: Director

Granite United Way

3/20/2025

Date

Signed by:
Nichole Reimer

Name: Nichole Reimer
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

3/22/2025

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 C-3 Budget - Amendment #1

| New Hampshire Department of Health and Human Services | |
|---|-------------------------------|
| Contractor Name: | Granite United Way |
| Budget Request for: | Incentives for Landlords |
| Budget Period | 7/1/2025-6/30/2026 |
| Indirect Cost Rate (if applicable) | 10% |
| | |
| Line Item | Program Cost - Funded by DHHS |
| 1. Salary & Wages | \$144,200 |
| 2. Fringe Benefits | \$43,260 |
| 3. Consultants | \$100 |
| 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 | \$3,000 |
| 7. Software | \$31,250 |
| 8. (a) Other - Marketing/ Communications | \$750 |
| 8. (b) Other - Education and Training | \$2,000 |
| 8. (c) Other - Telephone | \$840 |
| Other - Landlord Incentives | \$164,335 |
| Other - Misc. | \$0 |
| Other (please specify) | \$0 |
| Other (please specify) | \$0 |
| 9. Subrecipient Contracts | \$100 |
| Total Direct Costs | \$390,585 |
| | |
| Total Indirect Costs | \$39,058 |
| | |
| TOTAL | \$429,643 |

Contractor Initial: Initial
NR

Exhibit C-4 Budget - Amendment #1

| New Hampshire Department of Health and Human Services | |
|---|--------------------------------------|
| Contractor Name: | Granite United Way |
| Budget Request for: | Incentives for Landlords |
| Budget Period | 7/1/2026-6/30/2027 |
| Indirect Cost Rate (if applicable) | 10% |
| Line Item: | Program Cost - Funded by DHHS |
| 1. Salary & Wages | \$144,200 |
| 2. Fringe Benefits | \$43,260 |
| 3. Consultants | \$100 |
| 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 |
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| 8. (b) Other - Education and Training | \$2,000 |
| 8. (c) Other - Telephone | \$840 |
| Other - Landlord Incentives | \$164,335 |
| Other - Misc. | \$0 |
| Other (please specify) | \$0 |
| Other (please specify) | \$0 |
| 9. Subrecipient Contracts | \$100 |
| Total Direct Costs | \$390,585 |
| Total Indirect Costs | \$39,058 |
| TOTAL | \$429,643 |

Contractor Initial: Initial
NR

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 UNITED WAY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 30, 1927. 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: 65650

Certificate Number: 0006205201



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 13th day of April A.D. 2023.

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

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Joseph Bator, hereby certify that:

1. I am the duly elected Board Chair of Granite United Way.
2. The following is a true copy of an electronic vote taken of the Board of Directors, duly called and conducted on December 3, 2024, at which a quorum of the Directors were present and voting.

VOTED: That Nichole Martin Reimer, President & CEO, is duly authorized on behalf of Granite United Way to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(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: 3/11/2025

Signed by:



Signature of Elected Officer
Name: Joseph Bator
Title: Board Chair



Granite United Way

LIVE UNITED

MISSION STATEMENT

Granite United Way's mission is to improve the quality of people's lives by bringing together the caring power of communities.

Granite United Way

Herrinack County
45 South Main Street
Concord, NH 03301
603.224.2595

Southern Region
22 Concord Street
Manchester, NH 02101
603.625.6931

North County
P.O. Box 311
Littleton, NH 03581
603.444.1555

Northern Region
196 Main Street
Berlin, NH 03570
603.752.3343

Upper Valley
21 Technology Drive
W. Lebanon, NH 03784
603.298.8489

Central Region
383 South Main St.
Laconia, NH 03246
603.737.1121

White Village
258 Highland Street
Plymouth, NH 03264
603.536.3720

Carroll County United
448A White Mtn. Highway
Tamworth, NH 03855
603.323.8139

GRANITE UNITED WAY

FINANCIAL REPORT

JUNE 30, 2023

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NATHAN WECHSLER & COMPANY
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Granite United Way
Manchester, New Hampshire 03101

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Granite United Way, which comprise the statement of financial position as of June 30, 2023 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Granite United Way as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Granite United Way and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 2 to the financial statements, on July 1, 2022, the Company 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 these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Page 1

70 Commercial Street, 4th Floor
Concord, NH 03301

v: 603-224-5357
f: 603-224-3792

59 Emerald Street
Keene, NH 03431

v: 603-357-7665
f: 603-224-3792

44 School Street
Lebanon, NH 03766

v: 603-448-2650
f: 603-448-2476

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with 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 financial statements.

In performing an audit in accordance with GAAS, we:

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

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

Report on Summarized Comparative Information

We have previously audited Granite United Way's June 30, 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 22, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary schedules of community impact awards to qualified partner agencies and emerging opportunity grants are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Nathan Wechsler & Company

Concord, New Hampshire
March 7, 2024

GRANITE UNITED WAY

STATEMENT OF FINANCIAL POSITION

June 30, 2023 with comparative totals as of June 30, 2022

| | ASSETS | | | 2022 Total |
|--|--|-------------------------------------|---------------------|----------------------|
| | 2023 | | Total | |
| | Without Donor/ Time Restrictions | With Donor/ Time Restrictions | | |
| CURRENT ASSETS | | | | |
| Cash | \$ - | \$ 848,587 | \$ 848,587 | \$ 3,695,478 |
| Prepaid and reimbursable expenses | 63,369 | - | 63,369 | 78,779 |
| Investments | 738,932 | 207,341 | 946,273 | 951,443 |
| Accounts and rent receivable | 87,559 | - | 87,559 | 36,884 |
| Contributions and grants receivable, net of allowance for uncollectible contributions 2023 \$499,827; 2022 \$465,181 | - | 3,414,457 | 3,414,457 | 2,055,943 |
| <i>Total current assets</i> | <u>889,860</u> | <u>4,470,385</u> | <u>5,360,245</u> | <u>6,818,527</u> |
| OTHER ASSETS | | | | |
| Property and equipment, net | 1,140,811 | - | 1,140,811 | 1,182,928 |
| Operating lease, right-of-use assets | 411,830 | - | 411,830 | - |
| Investments - endowment | 12,495 | 233,821 | 246,316 | 235,142 |
| Beneficial interest in assets held by others | - | 2,689,430 | 2,689,430 | 2,667,867 |
| <i>Total other assets</i> | <u>1,565,136</u> | <u>2,923,251</u> | <u>4,488,387</u> | <u>4,085,937</u> |
| <i>Total assets</i> | <u>\$ 2,454,996</u> | <u>\$ 7,393,636</u> | <u>\$ 9,848,632</u> | <u>\$ 10,904,464</u> |
| | LIABILITIES AND NET ASSETS | | | |
| CURRENT LIABILITIES | | | | |
| Current maturities of long-term debt | \$ 15,756 | \$ - | \$ 15,756 | \$ 15,016 |
| Allocations payable to partner agencies | 32,602 | - | 32,602 | 32,602 |
| Donor-designations payable | 351,238 | 299,669 | 650,907 | 882,907 |
| Accounts payable | 602,964 | - | 602,964 | 435,762 |
| Accrued expenses | 211,671 | - | 211,671 | 199,767 |
| Current portion operating lease liabilities | 124,745 | - | 124,745 | - |
| Funds held for others | 9,337 | - | 9,337 | 12,142 |
| <i>Total current liabilities</i> | <u>1,348,313</u> | <u>299,669</u> | <u>1,647,982</u> | <u>1,578,196</u> |
| LONG-TERM LIABILITIES | | | | |
| Operating lease liabilities, less current portion | 290,021 | - | 290,021 | - |
| Note payable, less current portion | 141,258 | - | 141,258 | 157,251 |
| <i>Total long-term liabilities</i> | <u>431,279</u> | <u>-</u> | <u>431,279</u> | <u>157,251</u> |
| <i>Total liabilities</i> | <u>1,779,592</u> | <u>299,669</u> | <u>2,079,261</u> | <u>1,735,447</u> |
| COMMITMENTS (See Notes) | | | | |
| NET ASSETS: | | | | |
| Without donor/ time restrictions | 675,404 | - | 675,404 | 1,833,039 |
| With donor/ time restrictions (Note 9) | - | 7,093,967 | 7,093,967 | 7,335,978 |
| <i>Total net assets</i> | <u>675,404</u> | <u>7,093,967</u> | <u>7,769,371</u> | <u>9,169,017</u> |
| <i>Total liabilities and net assets</i> | <u>\$ 2,454,996</u> | <u>\$ 7,393,636</u> | <u>\$ 9,848,632</u> | <u>\$ 10,904,464</u> |

GRANITE UNITED WAY

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year ended June 30, 2023 with comparative totals for the year ended June 30, 2022

| | 2023 | | | 2022 |
|---|----------------------------------|-------------------------------|--------------|--------------|
| | Without Donor/ Time Restrictions | With Donor/ Time Restrictions | Total | Total |
| Support and revenues: | | | | |
| Campaign revenue: | | | | |
| Total contributions pledged | \$ | \$ 5,614,397 | \$ 5,614,397 | \$ 6,599,672 |
| Restricted contributions pledged | | 3,232,903 | 3,232,903 | 1,878,594 |
| Less donor designations | | (887,939) | (887,939) | (1,544,281) |
| Less provision for uncollectible pledges | | (301,180) | (301,180) | (280,293) |
| Add prior years' excess provision for uncollectible pledges taken into income in current year | 45,358 | | 45,358 | 20,432 |
| <i>Net campaign revenue</i> | 45,358 | 7,658,181 | 7,703,539 | 6,674,124 |
| Support: | | | | |
| Grant revenue | | 4,491,561 | 4,491,561 | 9,489,106 |
| Sponsors and program revenue | | 334,485 | 334,485 | 141,950 |
| Contributed non-financial assets | 40,398 | | 40,398 | 471,066 |
| <i>Total support</i> | 85,756 | 12,484,227 | 12,569,983 | 16,776,246 |
| Other revenue: | | | | |
| Rental income | 100,681 | | 100,681 | 98,131 |
| Administrative fees | 81,229 | | 81,229 | 64,677 |
| Miscellaneous income | 8,610 | | 8,610 | 3,591 |
| <i>Total support and revenues</i> | 276,276 | 12,484,227 | 12,760,503 | 16,942,645 |
| Net assets released from restrictions: | | | | |
| For satisfaction of time restrictions | 3,101,964 | (3,101,964) | | |
| For satisfaction of program restrictions | 9,656,264 | (9,656,264) | | |
| | 13,034,504 | (274,001) | 12,760,503 | 16,942,645 |
| Expenses: | | | | |
| Program services | 13,529,466 | | 13,529,466 | 13,659,882 |
| Support services: | | | | |
| Management and general | 433,692 | | 433,692 | 539,397 |
| Fundraising | 395,656 | | 395,656 | 440,247 |
| <i>Total expenses</i> | 14,358,814 | | 14,358,814 | 14,639,526 |
| <i>Increase (decrease) in net assets before non-operating activities</i> | (1,324,310) | (274,001) | (1,598,311) | 2,303,119 |
| Non-operating activities: | | | | |
| Change in value of beneficial interest in trusts, net of fees 2023 \$17,560; 2022 \$15,185 | | 21,563 | 21,563 | (368,827) |
| Realized and unrealized gains (losses) on investments | (9,195) | 5,607 | (3,588) | (85,989) |
| Inherent contribution, Seacoast Region (Note 1) | | | | 861,057 |
| Investment income, net | 175,870 | 4,820 | 180,690 | 154,085 |
| <i>Total non-operating activities</i> | 166,675 | 31,990 | 198,665 | 560,326 |
| <i>Net increase (decrease) in net assets</i> | (1,157,635) | (242,011) | (1,399,646) | 2,863,445 |
| Net assets, beginning of year | 1,833,039 | 7,335,978 | 9,169,017 | 6,305,572 |
| <i>Net assets, end of year</i> | \$ 675,404 | \$ 7,093,967 | \$ 7,769,371 | \$ 9,169,017 |

GRANITE UNITED WAY

STATEMENT OF FUNCTIONAL EXPENSES

Year ended June 30, 2023 with comparative totals for the year ended June 30, 2022

| | 2023 | | | | | | | | | | 2022 | |
|--------------------------------------|---------------------|---------------------------------------|-------------------|-----------------------------------|---|---------------------------------------|--|---|---|-------------------------------|----------------------|----------------------|
| | Grants and awards | Salaries, employee benefits and taxes | Occupancy | Technology and telephone expenses | United Way Worldwide dues and other subscriptions | Campaign, communications and printing | Professional services and subcontractors | Conferences, travel and staff development | Supplies, office expenses, insurance, and other | Depreciation and amortization | Total | Total |
| Program services | | | | | | | | | | | | |
| Ukraine Relief Fund | \$ 1,735,979 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 1,735,979 | \$ 720,393 |
| Community impact grants | 1,665,801 | - | - | - | - | - | - | - | - | - | 1,665,801 | 1,378,246 |
| Preschool Development | 500,155 | 334,542 | - | 149 | - | 268 | 298,201 | 65,693 | 244,361 | - | 1,443,369 | 338,700 |
| Public Health Network | 280 | 761,973 | 14,794 | 21,727 | - | 6,542 | 291,868 | 26,661 | 105,567 | - | 1,229,412 | 1,264,008 |
| Recovery Friendly Workplace | - | 323,134 | - | - | - | 100,504 | - | 49,479 | 679,405 | - | 1,152,522 | 583,605 |
| 211 New Hampshire | - | 520,997 | - | 128,428 | 6,267 | 1,168 | - | 2,410 | 186,005 | - | 845,275 | 1,107,518 |
| Home for All | - | 96,023 | 2,425 | - | - | - | 291,968 | - | 15,808 | - | 406,224 | 114,567 |
| Whole Village Family Resource Center | - | 74,943 | 73,311 | 10,240 | - | - | 117,335 | 403 | 74,358 | 31,897 | 382,487 | 447,583 |
| Department of Justice | - | 59,380 | - | - | - | - | 273,221 | - | 8,291 | - | 340,892 | 538,818 |
| Work United Program | - | 158,002 | - | - | - | - | - | 63,403 | - | - | 221,405 | 193,493 |
| ARPA - Support for Grieving Children | 181,174 | - | - | - | - | - | - | - | - | - | 181,174 | 258,818 |
| Volunteer Income Tax Assistance | - | 115,095 | - | - | - | - | 17,304 | - | 24,115 | - | 156,514 | 171,670 |
| Literacy | - | - | - | - | - | - | - | - | 36,462 | - | 36,462 | 96,293 |
| NH Camps COVID testing | - | - | - | - | - | - | - | - | - | - | - | 3,408,777 |
| Other program services | 321,090 | 1,959,441 | 191,218 | 128,789 | 101,248 | 83,293 | 610,396 | 45,941 | 218,272 | 72,262 | 3,731,950 | 3,037,393 |
| Total program services | 4,404,479 | 4,403,530 | 281,748 | 289,333 | 107,515 | 191,775 | 1,900,293 | 253,990 | 1,592,644 | 104,159 | 13,529,466 | 13,659,882 |
| Supporting Services | | | | | | | | | | | | |
| Management and general | - | 280,386 | 27,371 | 18,435 | 14,493 | - | 47,746 | 6,576 | 28,341 | 10,344 | 433,692 | 539,397 |
| Fundraising | - | 203,207 | 19,837 | 13,361 | 10,503 | 124,940 | 1,733 | 4,766 | 9,812 | 7,497 | 395,656 | 440,247 |
| Total supporting services | - | 483,593 | 47,208 | 31,796 | 24,996 | 124,940 | 49,479 | 11,342 | 38,153 | 17,841 | 829,348 | 979,644 |
| Total functional expenses | \$ 4,404,479 | \$ 4,887,123 | \$ 328,956 | \$ 321,129 | \$ 132,511 | \$ 316,715 | \$ 1,949,772 | \$ 265,332 | \$ 1,630,797 | \$ 122,000 | \$ 14,358,814 | \$ 14,639,526 |

See Notes to Financial Statements.

GRANITE UNITED WAY

STATEMENTS OF CASH FLOWS
Years Ended June 30, 2023 and 2022

| | 2023 | 2022 |
|--|--------------------|---------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Cash received from donors | \$ 7,726,692 | \$ 9,611,551 |
| Cash received from grantors | 4,285,526 | 9,038,682 |
| Administrative fees | 81,229 | 64,677 |
| Other cash received | 58,616 | 141,568 |
| Cash received from trusts | 131,695 | 156,821 |
| Designations paid | (1,119,939) | (1,245,598) |
| Cash (paid) received for funds held for others | (2,805) | 2,473 |
| Cash paid to agencies | (1,553,805) | (1,298,739) |
| Cash paid to partners and vendors | (12,354,276) | (12,992,806) |
| <i>Net cash provided by (used in) operating activities</i> | (2,747,067) | 3,478,629 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of property and equipment | (79,883) | (113,314) |
| Purchases of investments | (15,154) | (576,549) |
| Proceeds from sale of investments | 10,466 | - |
| <i>Net cash used in investing activities</i> | (84,571) | (689,863) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Repayments of long-term debt | (15,253) | (14,391) |
| <i>Net increase (decrease) in cash</i> | (2,846,891) | 2,774,375 |
| Cash, beginning of year | 3,695,478 | 921,103 |
| <i>Cash, end of year</i> | \$ 848,587 | \$ 3,695,478 |

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

| | | |
|--------------------|----------|----------|
| Cash payments for: | | |
| Interest expense | \$ 6,897 | \$ 8,071 |

SUPPLEMENTAL DISCLOSURE OF NON CASH INVESTING ACTIVITIES

| | | |
|--------------------------------------|------|------------|
| Inherent contribution of investments | \$ - | \$ 861,057 |
|--------------------------------------|------|------------|

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities

Granite United Way is the result of several New Hampshire United Ways merging together to create a single, efficient organization that covers most of New Hampshire and Windsor County, Vermont. Granite United Way improves lives by mobilizing the caring power of their communities. More than fundraisers, Granite United Way is a partner in change, working with a broad range of people and organizations to identify and resolve pressing community issues. Granite United Way works closely with volunteer leadership to invest donor dollars to help the community learn, earn and be healthy. By focusing on these investment initiatives, Granite United Way is helping people in new and strategic ways.

Granite United Way conducts annual campaigns in the fall of each year to support hundreds of local programs, primarily in the subsequent year, while the State Employee Charitable Campaign, managed by Granite United Way, is conducted in May and June. Campaign contributions are used to support local health and human services programs, collaborations and to pay Granite United Way's operating expenses. Donors may designate their pledges to support a region of Granite United Way, a Community Impact area, other United Ways or to any health and human service organization having 501(c)(3) tax-exempt status. Amounts pledged to other United Ways or agencies are included in the total contributions pledged revenue and as designations expense. The related amounts receivable and payable are reported as an asset and liability in the statement of financial position. The net campaign results are reflected as with donor restrictions in the accompanying statement of activities and changes in net assets, as the amounts are to be collected in the following year. Prior year campaign results are reflected as net assets released from restrictions in the current year statement of activities and changes in net assets.

Granite United Way invests in the community through three different vehicles:

| June 30, | 2023 | 2022 |
|---|----------------------|----------------------|
| Community Impact Awards to partner agencies | \$ 1,665,801 | \$ 1,378,246 |
| Donor designated gifts to Health and Human Service agencies | 887,939 | 1,544,281 |
| Granite United Way Program services | 11,863,665 | 12,281,636 |
| <i>Total</i> | <u>\$ 14,417,405</u> | <u>\$ 15,204,163</u> |

During the prior year, the United Way on the Seacoast of NH was merged into the Granite United Way from United Way of Massachusetts Bay and Merrimack Valley. This resulted in a one-time inherent contribution of \$861,057, which was comprised of New Hampshire Charitable Fund agency endowment funds. No other assets or liabilities were assumed as part of this transaction.

Note 2. Summary of Significant Accounting Policies

Basis of accounting: The financial statements of Granite United Way (the "United Way") have been prepared on the accrual basis. Under the accrual basis, revenues and gains are recognized when earned and expenses and losses are recognized when incurred. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Estimates and assumptions: The United Way prepares its financial statements in accordance with generally accepted accounting principles. Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Accordingly, actual results could differ from those estimates.

Cash and cash equivalents: For the purposes of reporting cash flows, the United Way considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The United Way had no cash equivalents at June 30, 2023 and 2022.

Net assets: The United Way reports information regarding its financial position and activities according to two categories of net assets: net assets with donor restrictions and net assets without donor restrictions. Descriptions of these net asset categories are as follows:

Net assets without donor/ time restrictions: Net assets without donor restrictions are available for use at the discretion of the Board of Directors and/or management for general operating purposes. From time to time the Board of Directors designates a portion of these net assets for specific purposes which makes them unavailable for use at management's discretion. For example, the Board has designated a portion of net assets without donor restrictions as a quasi-endowment (an amount to be treated by management as if it were part of the donor restricted endowment) for the purpose of securing the United Way's long-term financial viability.

The United Way has board designated net assets of \$12,495 and \$11,747 for endowment at June 30, 2023 and 2022, respectively.

Net assets with donor/ time restrictions: Net assets with donor restrictions consist of assets whose use is limited by donor-imposed, time and/or purpose restrictions.

The United Way reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, the net assets are reclassified as net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Some net assets with donor restrictions include a stipulation that assets provided be maintained permanently (perpetual in nature) while permitting the United Way to expend the income generated by the assets in accordance with the provisions of additional donor imposed stipulations or a Board approved spending policy.

Contributions receivable: Campaign pledge contributions are generally paid within one year. The United Way provides an allowance for uncollectible pledges at the time campaign results are recorded. Provisions for uncollectible pledges have been recorded in the amount of \$301,180 and \$280,293 for the campaign periods ended June 30, 2023 and 2022, respectively. The provision for uncollectible pledges was calculated at 4.5% of the total pledges for both of the years ended June 30, 2023 and 2022.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Investments: The United Way's investments in marketable equity securities and all debt securities are reported at their fair value based upon quoted market prices in the accompanying statement of financial position. Unrealized gains and losses are included in the changes in net assets in the accompanying statement of activities. The United Way's investments do not have a significant concentration of credit risk within any industry, geographic location, or specific location.

Revenue recognition - contributions: The United Way recognizes contributions received and made, including unconditional promises to give, as revenue in the period received or made. Contributions received are reported as either revenues without donor restrictions or revenues with donor restrictions. Contributions with donor restrictions that are used for the purposes specified by the donor in the same year as the contribution is received are recognized as revenues with donor restrictions and are reclassified as net assets released from restrictions in the same year. Promises to contribute that stipulate conditions to be met before the contribution is made are not recorded until the conditions are met. There were no conditional promises to give as of June 30, 2023.

Functional allocation of expenses: The statement of functional expenses presents expenses by function and natural classification. Expenses directly attributable to a specific functional area of the United Way are reported as expenses of those functional areas. A portion of general and administrative costs that benefit multiple functional areas (indirect costs) have been allocated across programs and other supporting services based on estimates of time and effort.

Property and equipment: Property and equipment are carried at cost, if purchased and fair value if contributed. Maintenance, repairs, and minor renewals are expensed as incurred, and major renewals and betterments are capitalized. The United Way capitalizes additions of property and equipment in excess of \$2,500.

Depreciation of property and equipment is computed using the straight-line method over the following useful lives:

| | Years |
|---|-------|
| Building and building improvements..... | 5-31½ |
| Leasehold improvements | 15 |
| Furniture and equipment..... | 3-10 |

Operating measure: The United Way has presented the statement of activities and changes in net assets based on an intermediate measure of operations. The measure of operations includes all revenues and expenses that are an integral part of the United Way's programs and supporting activities and net assets released from restrictions to support operating activities. Non-operating activities are limited to resources outside of those programs and services and are comprised of investment return, the changes in fair value of the beneficial interest in trusts, and gains and losses on sales and dispositions of assets.

Concentrations of credit risk: Financial instruments which potentially subject the United Way to concentrations of credit risk, consist primarily of contributions receivable, substantially all of which are from individuals, businesses, or not-for-profit organizations. Concentrations of credit risk are limited due to the large number of donors comprising the United Way's donor base. As a result, at June 30, 2023, the United Way does not consider itself to have any significant concentrations of credit risk with respect to contributions receivable.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

In addition, the United Way maintains cash accounts with several financial institutions insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2023, there was approximately \$205,000 included in cash in excess of federally insured limits.

Income taxes: The United Way is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The United Way is also exempt from state income taxes by virtue of its ongoing exemption from federal income taxes. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

The United Way has adopted the provisions of FASB ASC 740 Accounting for Uncertainty in Income Taxes. Accordingly, management has evaluated the United Way's tax positions and concluded the United Way had maintained its tax-exempt status, does not have any significant unrelated business income and had taken no uncertain tax positions that require adjustment or disclosure in the financial statements.

With few exceptions, the United Way is no longer subject to income tax examinations by the U.S. Federal or State tax authorities for tax years before 2020.

Leases: In February 2016, the Financial Accounting Standards Board (FASB) issued guidance (Accounting Standards Codification [ASC] 842, Leases) to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases.

The Organization has adopted the standard effective July 1, 2022, and recognized and measured leases existing at, or entered into after, July 1, 2022 (the beginning of the period of adoption) through a cumulative effect adjustment, with certain practical expedients available. Leases disclosures for the year ended June 30, 2022 are made under prior lease guidance in FASB ASC 840.

The Organization includes lease extension and termination options in the lease term if, after considering relevant economic factors, it is reasonably certain the Organization will exercise the option. In addition, the Organization has elected to account for any non-lease components in its real estate leases as part of the associated lease component. The Organization has also elected not to recognize leases with original lease terms of 12 months or less (short-term leases) on the Organization's statement of financial position.

For leases with a lease term greater than one year, the Organization recognizes a lease asset for its right to use the underlying leased asset and a lease liability for the corresponding lease obligation. The Organization determines whether an arrangement is or contains a lease at contract inception. Operating lease right-of-use assets and operating lease liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. In determining the present value of lease payments, the Organization uses its incremental borrowing rate for a period comparable with that of the lease term. The Organization considers the lease term to be the noncancelable period that it has the right to use the underlying asset, including all periods covered by an option to (1) extend the lease if the Organization is reasonably certain to exercise the option, (2) terminate the lease if the Organization is reasonably certain not to exercise that option, and (3) extend, or not to terminate, the lease in which exercise of the option is controlled by the lessor.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

The operating lease right-of-use assets also include any lease payments made and exclude lease incentives received or receivable. Lease expense is recognized on a straight-line basis over the expected lease term. Variable lease expenses are recorded when incurred.

The Organization elected the package of practical expedients permitted under the transition guidance within the new standard, which among other things, allowed it to carry forward the historical lease classification.

Change in accounting principle: On July 1, 2022, the Organization adopted ASU 2016-02 "Leases (Topic 842)" and subsequent amendments thereto, which requires the Organization to recognize most leases on the statement of financial position. Adopting the leasing standard resulted in the recognition of operating right-of-use assets of \$544,416, and operating lease liabilities of \$544,416 as of July 1, 2022. These amounts were determined based on the present value of remaining lease payments, discounted using the Organization's incremental borrowing rate as of the date of adoption. There was no material impact to the timing of expense or income recognition in the Organization's statements of activities. Prior periods were not restated and continue to be presented under legacy GAAP. Disclosures about the Organization's leasing activities are presented in Note 12 - Leases.

Note 3. Fair Value Measurements

The Fair Value Measurements Topic of the FASB Accounting Standards Codification (FASB ASC 820-10) establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value.

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy are as follows:

- Level 1 - inputs are unadjusted, quoted prices in active markets for identical assets at the measurement date. The types of assets carried at Level 1 fair value generally are securities listed in active markets. The United Way has valued their investments listed on national exchanges at the last sales price as of the day of valuation.
- Level 2 - inputs are based upon quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, and model-based valuation techniques for which all significant assumptions are observable in the market or can be corroborated by observable market data for substantially the full term of the assets or liabilities.
- Level 3 - inputs are generally unobservable and typically reflect management's estimates of assumptions that market participants would use in pricing the asset or liability. The fair values are therefore determined using model-based techniques that include option-pricing models, discounted cash flow models, and similar techniques.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Financial assets carried at fair value on a recurring basis consist of the following at June 30, 2023:

| | Level 1 | Level 2 | Level 3 |
|--|-------------------|-------------------|---------------------|
| Money market funds | \$ 39,703 | \$ 153,577 | \$ - |
| Mutual funds: | | | |
| Domestic equity | 79,727 | - | - |
| Fixed income | 215,000 | - | - |
| Other | 15,422 | - | - |
| Fixed income funds | 649,937 | - | - |
| Corporate bonds | - | 133,718 | - |
| Beneficial interest in assets held by others | - | - | 2,689,430 |
| <i>Total</i> | <u>\$ 999,789</u> | <u>\$ 287,295</u> | <u>\$ 2,689,430</u> |

Financial assets carried at fair value on a recurring basis consist of the following at June 30, 2022:

| | Level 1 | Level 2 | Level 3 |
|--|-------------------|-------------------|---------------------|
| Money market funds | \$ 16,765 | \$ 153,577 | \$ - |
| Mutual funds: | | | |
| Domestic equity | 70,678 | - | - |
| Fixed income | 234,586 | - | - |
| Fixed income funds | 677,216 | - | - |
| Corporate bonds | - | 156,984 | - |
| Beneficial interest in assets held by others | - | - | 2,667,867 |
| <i>Total</i> | <u>\$ 999,245</u> | <u>\$ 310,561</u> | <u>\$ 2,667,867</u> |

All assets have been valued using a market approach, except for the beneficial interest in assets held by others, and have been consistently applied. The market approach uses prices and other relevant information generated by market transactions involving identical or comparable assets. Prices may be indicated by pricing guides, sales transactions, market trades, or other sources.

The beneficial interest in assets held by others is valued using the income approach. The value is determined by calculating the present value of future distributions expected to be received, which approximates the value of the trust's assets at June 30, 2023 and 2022.

GAAP requires disclosure of an estimate of fair value for certain financial instruments. The United Way's significant financial instruments include cash and other short-term assets and liabilities. For these financial instruments, carrying values approximate fair value.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Note 4. Property and Equipment

| Property and equipment, at cost, at June 30, | 2023 | 2022 |
|--|---------------------|---------------------|
| Land, buildings and building improvements | \$ 1,479,446 | \$ 1,440,636 |
| Leasehold improvements | 5,061 | 5,061 |
| Furniture and equipment | 294,244 | 484,117 |
| <i>Total property and equipment</i> | <u>1,778,751</u> | <u>1,929,814</u> |
| Less accumulated depreciation | (637,940) | (746,886) |
| <i>Total property and equipment, net</i> | <u>\$ 1,140,811</u> | <u>\$ 1,182,928</u> |

Note 5. Endowment Funds Held by Others

Agency endowed funds: The United Way is a beneficiary of various agency endowment funds at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing these funds, property contributed to The New Hampshire Charitable Foundation is held as separate funds designated for the benefit of the United Way.

In accordance with its spending policy, the Foundation may make distributions from the funds to the United Way. The New Hampshire Charitable Foundation's charitable distribution rate is currently 4% of the fund's average market value of the trailing 20 calendar quarters.

The estimated value of the future distributions from the funds is included in these financial statements as required by FASB ASC 958-605, however, all property in the fund was contributed to The New Hampshire Charitable Foundation to be held and administered for the benefit of the United Way.

The United Way received \$100,253 and \$123,241 from the agency endowed funds during the years ended June 30, 2023 and 2022, respectively.

Designated funds: The United Way is also a beneficiary of eight designated funds at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing these funds, property contributed to The New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of the United Way. In accordance with its spending policy, the Foundation makes distributions from the funds to the United Way. The New Hampshire Charitable Foundation's charitable distribution rate is currently 4% of the fund's average market value of the trailing 20 calendar quarters.

These funds are not included in these financial statements, since although all property in these funds was contributed to The New Hampshire Charitable Foundation to be held and administered for the benefit of the United Way, The New Hampshire Charitable Foundation may redirect funds to another organization.

The United Way received \$31,442 and \$33,580 from the designated funds during the years ended June 30, 2023 and 2022, respectively. The market value of these fund's assets amounted to approximately \$806,000 and \$801,000 at June 30, 2023 and 2022, respectively.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Note 6. Long-term Debt and Line of Credit

| Long-term debt at June 30, | 2023 | 2022 |
|---|-------------------|-------------------|
| Mortgage financed with a local bank. Interest rate at the 5-year Federal Home Loan Classic Advance Rate plus 2.5% (4.11% at June 30, 2023). Due in monthly installments of principal and interest of \$1,908 through December, 2031. Collateralized by the United Way's building located in Plymouth, NH. | \$ 157,014 | \$ 172,267 |
| Less portion payable within one year | 15,756 | 15,016 |
| <i>Total long-term debt</i> | <u>\$ 141,258</u> | <u>\$ 157,251</u> |

The scheduled maturities of long-term debt at June 30, 2023 were as follows:

| <u>Year Ending June 30,</u> | | |
|-----------------------------|--|-------------------|
| 2024 | | \$ 15,756 |
| 2025 | | 16,532 |
| 2026 | | 17,347 |
| 2027 | | 18,202 |
| 2028 | | 19,099 |
| Thereafter | | 70,078 |
| <i>Total</i> | | <u>\$ 157,014</u> |

The mortgage note contains a financial covenant for debt service coverage, which is tested annually based on the year-end financial statements.

The United Way has a revolving line-of-credit with Citizen's Bank with a maximum borrowing limit of \$250,000. The line-of-credit is subject to annual review and renewal. The line-of-credit agreement bears interest equal to the Wall Street Journal prime rate plus 0.25% (8.50% as of June 30, 2023) and is secured by all assets of the United Way. At June 30, 2023 and 2022, there were no amounts outstanding on this line-of-credit agreement.

Note 7. Funds Held for Others

The United Way held funds for others for the following projects:

| <u>June 30,</u> | 2023 | 2022 |
|----------------------------------|-----------------|------------------|
| Work United Loan Default Program | \$ 5,695 | \$ 6,471 |
| Concord Multicultural Festival | 2,257 | 4,286 |
| Get Moving Manchester | 1,140 | 1,140 |
| Better Together Lakes Region | 245 | 245 |
| <i>Total</i> | <u>\$ 9,337</u> | <u>\$ 12,142</u> |

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Note 8. Endowment Funds

The United Way's endowment consists of nine individual funds established for youth programs, Whole Village Resource Center, and general operating support. Its endowment includes both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law: The United Way is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and, thus, classifies amounts in its donor-restricted endowment funds as net assets with donor restrictions because those net assets are time restricted until the Board of Directors appropriates such amounts for expenditures. Most of those net assets are also subject to purpose restrictions that must be met before reclassifying those net assets to net assets without donor restrictions. The Board of Directors of the United Way has interpreted UPMIFA as not requiring the maintenance of purchasing power of the original gift amount contributed to an endowment fund unless a donor stipulates the contrary.

As a result of this interpretation, when reviewing its donor-restricted endowment funds, the United Way considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument.

The United Way has interpreted UPMIFA to permit spending from underwater funds in accordance with the prudent measures required under the law.

Additionally, in accordance with UPMIFA, the United Way considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the fund, (2) the purposes of the organization and the donor-restricted endowment fund, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the organization, and (7) the investment policies of the United Way.

Underwater Endowment Funds: From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the United Way to retain as a fund of perpetual duration. The United Way did not have any funds with deficiencies of this nature as of June 30, 2023 and 2022.

Investment Return Objectives, Risk Parameters and Strategies: The United Way has adopted investment policies, approved by the Board of Directors, for endowment assets for the long-term. The United Way seeks to achieve an after-cost total real rate of return, including investment income as well as capital appreciation, which exceeds the annual distribution with acceptable level of risk. Investment risk is measured in terms of the total endowment fund; investment assets and allocations between asset classes and strategies are managed to not expose the fund to unacceptable level of risk.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Spending Policy: The United Way does not currently have a spending policy for distributions each year as they strive to operate within a budget of their current Campaign's income. To date there have been no distributions from the endowment fund.

Endowment net asset composition by type of fund as of June 30, 2023 is as follows:

| | Without Donor Restrictions | With Donor Restrictions | Total |
|--|-------------------------------|----------------------------|-------------------|
| Board-designated endowment | \$ 12,495 | \$ - | \$ 12,495 |
| Donor-restricted endowment funds: | | | |
| Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor | - | 142,652 | 142,652 |
| Accumulated investment gains | - | 91,169 | 91,169 |
| <i>Total funds</i> | <u>\$ 12,495</u> | <u>\$ 233,821</u> | <u>\$ 246,316</u> |

Changes in the endowment net assets as of June 30, 2023 are as follows:

| | Without Donor Restrictions | With Donor Restrictions | Total |
|-------------------------------------|-------------------------------|----------------------------|-------------------|
| Endowment net assets, June 30, 2022 | \$ 11,747 | \$ 223,395 | \$ 235,142 |
| Investment return, net | 748 | 10,426 | 11,174 |
| Endowment net assets, June 30, 2023 | <u>\$ 12,495</u> | <u>\$ 233,821</u> | <u>\$ 246,316</u> |

Endowment net asset composition by type of fund as of June 30, 2022 is as follows:

| | Without Donor Restrictions | With Donor Restrictions | Total |
|--|-------------------------------|----------------------------|-------------------|
| Board-designated endowment | \$ 11,747 | \$ - | \$ 11,747 |
| Donor-restricted endowment funds: | | | |
| Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor | - | 142,652 | 142,652 |
| Accumulated investment gains | - | 80,743 | 80,743 |
| | <u>\$ 11,747</u> | <u>\$ 223,395</u> | <u>\$ 235,142</u> |

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Changes in the endowment net assets as of June 30, 2022 are as follows:

| | Without Donor Restrictions | With Donor Restrictions | Total |
|-------------------------------------|-------------------------------|----------------------------|-------------------|
| Endowment net assets, June 30, 2021 | \$ 13,026 | \$ 247,705 | \$ 260,731 |
| Investment return, net | (1,279) | (24,310) | (25,589) |
| Endowment net assets, June 30, 2022 | <u>\$ 11,747</u> | <u>\$ 223,395</u> | <u>\$ 235,142</u> |

Note 9. Net Assets with Donor Restrictions

Net assets with donor restrictions are restricted for the following purposes or periods:

| June 30, | 2023 | 2022 |
|---|---------------------|---------------------|
| Subject to expenditure for specified time period: | | |
| Contributions receivable related to campaigns | \$ 3,080,173 | \$ 1,927,694 |
| Designations payable to other agencies and United Ways | (299,669) | (414,434) |
| | <u>2,780,504</u> | <u>1,513,260</u> |
| Subject to expenditure for specified purpose: | | |
| Public Health Network services | 334,284 | 395,399 |
| Manchester Proud | 303,577 | 677,582 |
| Preschool Development | 296,364 | 1,155,066 |
| Mark Stebbins Community Center | 263,267 | 231,392 |
| Leader in Me | 128,314 | 193,988 |
| Literacy Program | 58,000 | 28,871 |
| Ukraine Relief Funds | - | 98,809 |
| Work United | - | 62,854 |
| Other programs | 6,406 | 87,495 |
| | <u>1,390,212</u> | <u>2,931,456</u> |
| Endowments subject to the United Way's spending policy and appropriation: | | |
| Investments in perpetuity (original of \$142,652), which once appropriated, is expendable to support: | | |
| General Operations | 92,388 | 88,269 |
| Youth Programs | 28,179 | 26,922 |
| Whole Village Resource Center | 113,254 | 108,204 |
| | <u>233,821</u> | <u>223,395</u> |
| Beneficial interest in assets held by others: | | |
| Agency endowed funds at the New Hampshire Charitable Foundation | 2,689,430 | 2,667,867 |
| <i>Total net assets with donor restrictions</i> | <u>\$ 7,093,967</u> | <u>\$ 7,335,978</u> |

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Note 10. Liquidity and Availability of Resources

The United Way's financial assets available within one year of the statement of financial position date for general expenditure are as follows:

| June 30, | 2023 | 2022 |
|---|--------------|--------------|
| Cash | \$ 848,587 | \$ 3,695,478 |
| Investments | 1,192,589 | 1,186,585 |
| Contributions receivable, net | 3,414,457 | 2,055,943 |
| Beneficial interest in trust | 2,689,430 | 2,667,867 |
| Accounts and rent receivable | 87,559 | 36,884 |
| <i>Total financial assets available</i> | 8,232,622 | 9,642,757 |
| Less amounts unavailable for general expenditures within one year, due to: | | |
| Restricted by donors with time or purpose restrictions | - | (338,791) |
| Subject to appropriation and satisfaction or donor restrictions | (233,821) | (223,395) |
| Agency endowed funds at the NH Charitable Foundation | (2,689,430) | (2,667,867) |
| <i>Total amounts unavailable for general expenditure within one year</i> | (2,923,251) | (3,230,053) |
| Amounts unavailable to management without Board's approval: | | |
| Board designated endowment | (12,495) | (11,747) |
| <i>Total financial assets available to management for general expenditure within one year</i> | \$ 5,296,876 | \$ 6,400,957 |

Liquidity Management

The United Way maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities, and other obligations come due. To help manage unanticipated liquidity needs the United Way has committed a line of credit of \$250,000, which it could draw upon. Additionally, the United Way has board designated net assets without donor restrictions that, while the United Way does not intend to spend these for purposes other than those identified, the amounts could be made available for current operations, if necessary.

Note 11. Pension Fund

The United Way sponsors a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code, whereby electing employees contribute a portion of their salaries to the plan. For the years ended June 30, 2023 and 2022, the United Way contributed \$133,127 and \$115,852, respectively to employees participating in the plan.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Note 12. Leases

The Organization has adopted Accounting Standards Codification [ASC] 842, Leases. Refer to Note 2 for all policy elections related to leases.

The Organization has the following operating lease arrangements:

During a prior year, the United Way entered into an operating lease agreement for a four-year term commencing on January 1, 2022 through December 31, 2025 for office space in Concord, New Hampshire. The lease required monthly payments of \$1,496 through December 31, 2022, increasing 3% in each year thereafter.

During a prior year, the United Way entered into an operating lease agreement for a five-year term commencing July 1, 2021 through June 30, 2026 for office space in Manchester, New Hampshire. The lease required monthly payments of \$3,300 through June 30, 2026.

During a prior year, the United Way entered into an operating lease agreement for a five-year term commencing on September 1, 2018 through August 31, 2023 for office space in Lebanon, New Hampshire. The lease requires monthly payments of \$1,708 through August 31, 2023. The rent will increase each year depending on the consumer price index. The lease requires payments for common costs. These costs are included in the variable costs and are expensed when incurred. There is an option to extend the lease for 5 years at the end of the lease term, for which management has determined they are not reasonably certain to exercise.

During a prior year, the United Way entered into an operating lease agreement for a five-year term commencing on April 1, 2022 through March 31, 2027 for office space in Portsmouth, New Hampshire. The lease requires monthly payments of \$4,473 through March 31, 2024.

During a prior year, the United Way entered into an operating lease agreement for a four-year term commencing September 1, 2017 through August 31, 2021 for office space in Concord, New Hampshire. The lease contained an option to extend the lease for 2 years through August 31, 2023 which was exercised. The lease extension requires monthly payments of \$3,869 through the lease term.

The United Way leases multiple copier machines under the terms of operating lease agreements. The monthly lease payments amount to approximately \$1,200. The leases expire on various dates through October 26, 2027.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

In Plymouth New Hampshire, the United Way rents space in a building, which they own and occupy to ten non-affiliated, non-profit organizations. Termination of the lease is generally prohibited unless there is a violation under the lease agreement. There are no options to extend. The monthly lease payments range from \$75 to \$1,995 per month. For the years ended June 30, 2023 and 2022, the rental income amounted to \$100,681 and \$98,131, respectively.

| June 30, | 2023 |
|--|------------|
| Lease expense | |
| Operating lease expense | \$ 195,425 |
| Other Information | |
| Cash paid for amounts included in the measurement of lease liabilities | |
| Operating cash flows from operating leases | \$ 190,989 |
| ROU assets obtained in exchange for new operating lease liabilities | \$ 585,640 |
| Weighted-average remaining lease term in years for operating leases | 3.32 |
| Weighted-average discount rate for operating leases | 4.11% |
| Rental income from operating lease payments | \$ 100,681 |

At June 30, 2023, the future minimum lease payments under non-cancellable leases are as follows:

| | |
|--------------------------------------|-------------------|
| 2024 | \$ 138,797 |
| 2025 | 129,788 |
| 2026 | 121,060 |
| 2027 | 51,240 |
| 2028 | 2,250 |
| <i>Total undiscounted cash flows</i> | <u>443,135</u> |
| Less: present value discount | (28,369) |
| <i>Total lease liabilities</i> | <u>\$ 414,766</u> |

Note 13. Contributed Nonfinancial Assets

For the years ended June 30, 2023 and 2022, contributed nonfinancial assets recognized within the statement of activities and changes in net assets included:

| June 30, | 2023 | 2022 |
|----------------|------------------|-------------------|
| Day of Caring | \$ 1,598 | \$ 1,074 |
| Prizes | - | 225 |
| Services | 14,800 | 9,000 |
| Office Space | 24,000 | 24,000 |
| Ukraine Relief | - | 436,767 |
| <i>Total</i> | <u>\$ 40,398</u> | <u>\$ 471,066</u> |

The Organization recognized contributed nonfinancial assets within revenue. Unless otherwise noted, contributed nonfinancial assets did not have donor-imposed restrictions.

GRANITE UNITED WAY

NOTES TO FINANCIAL STATEMENTS

Contributed services are recognized when the services received would typically need to be purchased if they had not been provided by donation or require specialized skills and are provided by individuals possessing those skills. A substantial number of volunteers have donated significant amounts of their time in United Way's program services; however, the value of this contributed time is not reflected in the accompanying financial statements since the volunteers' time does not meet the criteria for recognition.

Day of Caring contributions and contributed prizes are restricted for certain events. The estimated fair value is based on market rates for the items provided.

Contributed services consist of audit and consulting services provided. The estimated fair value is based on the market value of the services provided.

Contributed office space consists of office space for the 211 New Hampshire program. The estimated fair value is based on rent of similar spaces.

Contributed Ukraine Relief consists of medical and other supplies sent to Ukraine. The estimated fair value is based on the cost of goods if purchased.

Note 14. Payment to Affiliated Organizations and Related Party

The United Way pays dues to United Way Worldwide. The United Way's dues paid to this affiliated organization aggregated \$119,582 and \$96,466 for the years ended June 30, 2023 and 2022, respectively.

Note 15. Subsequent Events

The United Way has evaluated subsequent events through March 7, 2024, the date which the financial statements were available to be issued and have not evaluated subsequent events after that date. There were no subsequent events that would require disclosure in financial statements for the year ended June 30, 2023.

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
MERRIMACK COUNTY REGION
Year Ended June 30, 2023**

| | Community Impact Awards |
|--|--|
| Merrimack Valley Day Care Services | \$ 37,500 |
| Riverbend Community Mental Health | 19,300 |
| Blueberry Express Day Care | 16,500 |
| Pittsfield Youth Workshop | 16,500 |
| HealthFirst Family Care Center (FQHC) | 14,300 |
| Crisis Center of Central New Hampshire | 13,750 |
| Concord Coalition to End Homelessness | 13,750 |
| The Friendly Kitchen | 12,500 |
| The Friends Program, Inc. | 12,375 |
| Overcomers Refugee Services | 11,400 |
| Second Start | 11,000 |
| Family Promise of Greater Concord | 10,000 |
| Project S.T.O.R.Y | 10,000 |
| CATCH Neighborhood Housing | 5,000 |
| NH JAG - New Hampshire Jobs | 5,000 |
| New Hampshire Harm Reduction Coalition | 5,000 |
| Waypoint NH | 4,500 |
| Boys & Girls Clubs of Central | 3,750 |
| Media Power Youth | 3,000 |
| The Granite YMCA | 2,750 |
| The Mayhew Program | 2,500 |
| CASA of NH | 2,500 |
| Girls, Inc, of New Hampshire | 1,875 |
| Circle Program | 1,500 |
| | <u>\$ 236,250</u> |
| | |
| | Emerging Opportunity Grants |
| Pear Associates, LLC | \$ 3,185 |
| Upreach Therapeutic Riding Center | 15,000 |
| | <u>\$ 18,185</u> |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
NORTH COUNTRY REGION
Year Ended June 30, 2023**

| | Community Impact Awards |
|---|--|
| Grafton County Senior Citizens Council | \$ 15,000 |
| The Bridge Project | 12,500 |
| Boys & Girls Club of the North Country | 10,000 |
| Copper Cannon Camp | 7,650 |
| The Bridge Outreach Center | 5,000 |
| North Country Pride | 5,000 |
| WREN | 5,000 |
| New Hampshire Legal Assistance | 2,250 |
| Family Resource Center at Gorham | 1,500 |
| NH Jag - New Hampshire Jobs for America's Graduates | 1,250 |
| CASA of NH | 1,000 |
| | <u>\$ 66,150</u> |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS**

UPPER VALLEY REGION

Year Ended June 30, 2023

| | Community Impact Awards |
|--|--|
| Upper Valley Haven | \$ 17,500 |
| The Family Place, Inc. | 15,000 |
| Visions for Creative Housing Solutions | 15,000 |
| Visiting Nurse Association & Hospice | 14,420 |
| SEVCA - Southeastern VT Community Action | 14,000 |
| HIV/HCV Resource Center | 10,773 |
| Upper Valley Snow Sports Foundation | 10,000 |
| COVER Home Repair | 10,000 |
| Second Wind Foundation | 9,250 |
| Finding Our Stride | 8,750 |
| Special Needs Support Center | 7,500 |
| Children's Center of the Upper Valley | 6,348 |
| TLC Family Resource Center | 6,250 |
| Willing Hands Enterprises | 6,200 |
| WISE | 6,000 |
| Valley Court Diversion Programs | 5,250 |
| Spark! Community Center | 5,000 |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
UPPER VALLEY REGION (CONTINUED)
Year Ended June 30, 2023**

| | Community Impact Awards (Continued) |
|--|--|
| Waypoint NH | \$ 5,000 |
| West Central Behavioral Health | 5,000 |
| Turning Point Recovery Center | 5,000 |
| Friends of Veterans | 5,000 |
| Aging in Hartland Inc. | 5,000 |
| Safe Spaces Inc. | 5,000 |
| UVGEAR | 4,509 |
| New Hampshire Legal Assistance | 4,500 |
| Twin Pines Housing Trust | 4,000 |
| Upper Valley Habitat for Humanity | 3,750 |
| Grafton County Senior Citizens Council | 3,750 |
| The Mayhew Program | 2,500 |
| CASA of NH | 2,500 |
| Zack's Place Enrichment Center | 2,500 |
| Dismas of Vermont | 2,500 |
| Safeline, Inc. | 2,500 |
| Disability Rights Center - NH | 1,750 |
| Reach Out and Read | 1,750 |
| Tri-Valley Transit | 1,500 |
| Copper Cannon Camp | 1,000 |
| | <u>\$ 236,250</u> |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
SOUTHERN REGION
Year Ended June 30, 2023**

| | Community Impact Awards |
|--|--|
| Boys & Girls Club of Manchester | \$ 47,500 |
| Amoskeag Health | 25,000 |
| Manchester Police Athletic League | 15,000 |
| Manchester Proud | 3,333 |
| Media Power Youth | 10,000 |
| Girls Inc. of New Hampshire | 10,000 |
| The Mental Health Center of Greater Manchester | 10,000 |
| Upreach Therapeutic Riding Center | 7,500 |
| New Hampshire Legal Assistance | 20,000 |
| Manchester Community Music School | 4,000 |
| University System of New Hampshire | 20,500 |
| New Neighbor Connections | 10,000 |
| Victory Women of Vision | 7,500 |
| Building Community in New Hampshire | 5,000 |
| Safari Youth Club | 5,000 |
| Diversity Workforce Coalition | 5,000 |
| Manchester Community Action Coalition | 2,500 |
| The Upper Room, Family Resource | 30,000 |
| YWCA of New Hampshire | 22,500 |
| St. Joseph Community Services, Inc. | 19,690 |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
SOUTHERN REGION
Year Ended June 30, 2023**

| | Community Impact Awards (Continued) |
|--|--|
| Rockingham Nutrition and Meals on Wheels Program | \$ 19,690 |
| The Granite YMCA - Youth Enrichment Program | 18,750 |
| The Granite YMCA | 16,500 |
| City Year New Hampshire | 15,000 |
| Easterseals NH, Inc. | 12,750 |
| Plaistow Community YMCA | 12,750 |
| Waypoint NH | 12,500 |
| Manchester Community Resource Center | 12,500 |
| Families in Transition | 10,000 |
| Friends of Aine | 10,000 |
| International Institute of New England | 7,500 |
| Daniel Webster Council, BSA | 5,000 |
| The Mayhew Program | 5,000 |
| Community Caregivers of Greater Derry | 5,000 |
| CASA of NH | 5,000 |
| Disability Rights Center - NH | 5,000 |
| Granite State Children's Alliance | 5,000 |
| Girls at Work, Inc | 5,000 |
| SEE Science Center | 3,620 |
| Copper Cannon Camp | 2,500 |
| Organization for Refugee & Immigrant Success | 2,500 |
| Reach Out and Read | 2,500 |
| | <u>\$ 474,083</u> |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
NORTHERN REGION
Year Ended June 30, 2023**

| | Community Impact Awards |
|---|--|
| Harvest Christian Fellowship | \$ 10,000 |
| Tri-County Community Action Program, Inc | 3,500 |
| Copper Cannon Camp | 3,000 |
| New Hampshire Legal Assistance | 2,500 |
| Northern Human Services | 2,500 |
| North Conway Community Center | 2,000 |
| Believe In Books Literacy Foundation | 2,000 |
| Mount Washington Valley Adult Day Center | 1,600 |
| Family Resource Center at Gorham | 1,500 |
| Spartan Learning Commons | 1,500 |
| NH Jag - New Hampshire Jobs for America's Graduates | 1,500 |
| Way Station | 1,500 |
| White Mountains Pride | 500 |
| | <u>\$ 33,600</u> |
| | |
| | Emerging Opportunity Grants |
| Boys and Girls Club of Central New Hampshire | <u>\$ 15,000</u> |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
CENTRAL REGION**

Year Ended June 30, 2023

| | Community Impact Awards |
|---|--|
| Mid-State Health Center | \$ 15,232 |
| Lakes Region Community Developers | 15,232 |
| Boys & Girls Clubs of Central | 11,366 |
| Lakes Region Mental Health Center, Inc | 8,867 |
| Plymouth Area Recovery Connection | 7,367 |
| Kingswood Youth Center | 7,367 |
| Lakes Region Community Services | 6,367 |
| New Hampshire Legal Assistance | 6,367 |
| Grafton County Senior Citizens Council | 5,867 |
| Youth Success Project | 5,000 |
| The Bearcamp Center for Sustainable Community | 5,000 |
| Big Brothers Big Sisters of NH | 4,367 |
| CASA of NH | 3,867 |
| Granite State Children's Alliance | 3,867 |
| New Beginnings Without Violence | 3,867 |
| Pemi Youth Center | 3,750 |
| Circle Program | 3,000 |
| The Mayhew Program | 2,500 |
| Disability Rights Center - NH | 1,500 |
| | <u>\$ 120,750</u> |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
GREATER SEACOAST REGION
Year Ended June 30, 2023**

| | Community Impact Awards |
|---------------------------------------|--|
| Dover Coalition for Youth | \$ 40,000 |
| Community Action Partnership | 30,000 |
| Early Learning New Hampshire | 20,000 |
| Greater Seacoast Community Health | 20,000 |
| My Friend's Place | 15,000 |
| Seacoast Family Promise | 15,000 |
| HAVEN Violence Prevention and Support | 15,000 |
| Austin17House | 15,000 |
| Homeless Center for Strafford County | 15,000 |
| New Hampshire Legal Assistance | 15,000 |
| Little Blessings Child Care | 10,000 |
| Seacoast Community School | 10,000 |
| Kingston Children's Center | 10,000 |
| The Granite YMCA | 10,000 |
| New Generation Inc. | 10,000 |
| Cross Roads House - Portsmouth | 10,000 |
| SHARE Fund | 10,000 |
| Fair Tide | 10,000 |
| Waypoint NH | 10,000 |
| Gather: For A Hunger Free Community | 10,000 |

GRANITE UNITED WAY

**SUPPLEMENTARY SCHEDULE OF COMMUNITY IMPACT AWARDS TO QUALIFIED
PARTNER AGENCIES AND EMERGING OPPORTUNITY GRANTS
GREATER SEACOAST REGION**

Year Ended June 30, 2023

| | Community Impact Awards (Continued) |
|------------------------------------|--|
| The Birchtree Center | \$ 10,000 |
| Womensaid of Greater Portsmouth | 10,000 |
| Racial Unity Team | 10,000 |
| Dover Coalition for Youth | 8,600 |
| Seacoast Mental Health Center Inc. | 7,500 |
| CASA of NH | 5,000 |
| Society of St. Vincent de Paul | 5,000 |
| Black Lives Matter Seacoast | 5,000 |
| Seacoast Outright | 5,000 |
| Reach Out and Read | 2,500 |
| | <u>\$ 368,600</u> |
| | |
| | Emerging Opportunity Grants |
| Greater Seacoast Community Health | \$ 13,000 |
| The Granite YMCA | 33,333 |
| | <u>\$ 46,333</u> |

GRANITE UNITED WAY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND
INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED
JUNE 30, 2023

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NATHAN WECHSLER & COMPANY
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

**INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS**

To the Board of Directors
Granite United Way
Manchester, New Hampshire 03101

Report on Schedule of Expenditures of Federal Awards

Opinion

We have audited the accompanying schedule of expenditures of federal awards of Granite United Way for the year ended June 30, 2023, and the related notes (the financial statement).

In our opinion, the accompanying schedule of expenditures of federal awards presents fairly, in all material respects, the expenditures of federal awards of Granite United Way for the year ended June 30, 2023, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Schedule section of our report.

We are required to be independent of Granite United Way and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Schedule

Management is responsible for the preparation and fair presentation of the schedule 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 the schedule that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is 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 GAAS, *Government Auditing Standards*, and the Uniform Guidance 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 schedule.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the schedule, 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 schedule.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the United Way'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 schedule.

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.

Nathan Wechaler & Company

Concord, New Hampshire
March 7, 2024

GRANITE UNITED WAY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023

| Federal Grantor Cluster Pass-through Grantor Program Title | Assistance Listing Number | Federal Expenditures | Expenditures to Subrecipients |
|--|---------------------------------|-------------------------|-------------------------------------|
| <u>U.S. Department of Health and Human Services</u> | | | |
| Regional Public Health Network Services Cluster | | | |
| Passed through State of N.H. Department of Health and Human Services - South Central Public Health Network | | | |
| Block Grants for Prevention and Treatment of Substance Abuse | 93.959 | \$ 140,268 | \$ 17,498 |
| Public Health Emergency Preparedness | 93.069 | 103,044 | 77,063 |
| National Bioterrorism Hospital Preparedness Program | 93.889 | 10,090 | - |
| Preventive Health and Health Services Block Grant | 93.991 | 30,000 | 30,000 |
| Immunization Cooperative Agreements | 93.268 | 42,353 | 7,805 |
| Opioid STR | 93.788 | 9,909 | - |
| Medical Reserve Corps Small Grant Program | 93.008 | 24,173 | - |
| Activities to Support State, Tribal, Local and Territorial Health Department Response to Public Health or Healthcare Crisis | 93.391 | 78,809 | 55,784 |
| <i>Total State of N.H. Department of Health and Human Services - South Central Public Health Network</i> | | 438,646 | 188,150 |
| Passed through State of N.H. Department of Health and Human Services - Capital Area Public Health Network | | | |
| Block Grants for Prevention and Treatment of Substance Abuse | 93.959 | 119,244 | - |
| Public Health Emergency Preparedness | 93.069 | 82,510 | - |
| National Bioterrorism Hospital Preparedness Program | 93.889 | 6,307 | - |
| Preventive Health and Health Services Block Grant | 93.991 | 20,255 | - |
| Immunization Cooperative Agreements | 93.268 | 38,910 | - |
| Opioid STR | 93.788 | 10,703 | - |
| Activities to Support State, Tribal, Local and Territorial Health Department Response to Public Health or Healthcare Crisis | 93.391 | 50,845 | - |
| <i>Total State of N.H. Department of Health and Human Services - Capital Area Public Health Network</i> | | 328,774 | - |
| Passed through State of N.H. Department of Health and Human Services - Carroll County Coalition for Public Health | | | |
| Block Grants for Prevention and Treatment of Substance Abuse | 93.959 | 146,358 | - |
| Public Health Emergency Preparedness | 93.069 | 38,481 | - |
| National Bioterrorism Hospital Preparedness Program | 93.889 | 4,626 | - |
| Preventive Health and Health Services Block Grant | 93.991 | 28,980 | - |
| Immunization Cooperative Agreements | 93.268 | 36,143 | - |

GRANITE UNITED WAY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)

For the Year Ended June 30, 2023

| Federal Grantor Cluster Pass-through Grantor Program Title | Assistance Listing Number | Federal Expenditures | Expenditures to Subrecipients |
|--|---------------------------------|-------------------------|-------------------------------------|
| Activities to Support State, Tribal, Local and Territorial Health Department Response to Public Health or Healthcare Crisis | 93.391 | 57,800 | |
| Opioid STR | 93.788 | 17,117 | - |
| <i>Total State of N.H. Department of Health and Human Services - Carroll County Coalition for Public Health</i> | | <u>329,505</u> | <u>-</u> |
| <i>Total Regional Public Health Network Services Cluster</i> | | <u>1,096,925</u> | <u>188,150</u> |
| Passed through the State of New Hampshire Department of Health and Human Services Opioid STR | 93.788 | 438,042 | |
| <i>Total U.S. Department of Health and Human Services</i> | | <u>1,534,967</u> | <u>188,150</u> |
| <u>U.S. Department of the Treasury</u> | | | |
| Direct Program | | | |
| Volunteer Income Tax Assistance (VITA) Matching Grant Program | 21.009 | 65,000 | |
| Passed through the State of New Hampshire Governor's Office for Emergency Relief and Recovery Coronavirus Relief Fund | 21.019 | 181,174 | 181,174 |
| Passed Through the State of New Hampshire Department of Justice Coronavirus State and Local Fiscal Recovery Funds | 21.027 | 839,406 | 627,423 |
| Comprehensive Opioid, Stimulant, and other Substances Use Program | 16.838 | 256,982 | 215,054 |
| <i>Total U.S. Department of the Treasury</i> | | <u>1,342,562</u> | <u>1,023,651</u> |
| <i>Total Expenditures of Federal Awards</i> | | <u>\$ 2,877,529</u> | <u>\$ 1,211,801</u> |

The accompanying notes are an integral part of this schedule.

GRANITE UNITED WAY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2023

Note 1. Basis of Presentation

The Schedule of Expenditures of Federal Awards ("the Schedule") includes the federal grant activity of Granite United Way ("the United Way"), under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) *Uniform Guidance*.¹ Because the schedule presents only a selected portion of the operations of the United Way, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the United Way.

Note 2. Basis of Accounting

This schedule is prepared on the same basis of accounting as the United Way's financial statements. The United Way uses the accrual basis of accounting. Expenditures represent only the federally funded portions of the program. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 3. Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs could be more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-122, Cost Principles for Non-Profit Organizations, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 4. Major Programs

In accordance with OMB Uniform Guidance, major programs are determined using a risk-based approach. Programs in the accompanying Schedule are determined by the independent auditor to be major programs.

Note 5. Indirect Cost Rate

The amount expended includes \$208,499 claimed as an indirect cost recovery. The United Way elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



NATHAN WECHSLER & COMPANY
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT
ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE
UNIFORM GUIDANCE**

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Granite United Way
Manchester, New Hampshire 03101

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Granite United Way's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Granite United Way's major federal programs for year ended June 30, 2023. Granite United Way's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, Granite United Way complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Granite United Way and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Granite United Way's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Granite United Way's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Granite United Way's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Granite United Way's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud, or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Granite United Way's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Granite United Way's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the United Way's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2023-001. Our opinion on each major federal program is not modified with respect to these matters. *Government Auditing Standards* requires the auditor to perform limited procedures on Granite United Way's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. Granite United Way's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2023-001 to be significant deficiencies.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on Granite United Way's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. Granite United Way's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Nathan Wechsler & Company

Concord, New Hampshire
March 7, 2024

GRANITE UNITED WAY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

Section I: Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: unmodified

Internal control over financial reporting:

| | | |
|---|---|--|
| Are any material weaknesses identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are any significant deficiencies identified? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> None Reported |
| Is any noncompliance material to financial statement noted? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Federal Awards

Internal control over major federal programs:

| | | |
|--|---|---|
| Are any material weaknesses identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are any significant deficiencies identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> None Reported |
| Type of auditor's report issued on compliance for major federal programs: | <i>unmodified</i> | |
| Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Identification of major federal programs: | | |
| Assistance Listing Numbers | Name of federal program or cluster | |
| | Regional Public Health Network Services Cluster | |
| 93.959 -Block Grants for Prevention and Treatment of Substance Abuse | | |
| 93.069 -Public Health Emergency Preparedness | | |
| 93.889 -National Bioterrorism Hospital Preparedness Program | | |
| 93.991 -Preventive Health and Health Services Block Grant | | |
| 93.268 -Immunization Cooperative Agreements | | |
| 93.788 -Opioid STR | | |
| 93.008 -Medical Reserve Corps Small Grant Program | | |

GRANITE UNITED WAY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2023

| | |
|---|---|
| 93.391 -Activities to Support State, Tribal, Local and Territorial Health Department Response to Public Health or Healthcare Crisis | U.S. Department of the Treasury |
| 16.838- Comprehensive Opioid, Stimulant, and other Substances Use Program | |
| Dollar threshold used to distinguish between type A and type B programs: | \$750,000 / |
| Auditee qualified as a low-risk auditee? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Section II - Financial Statement Findings

2023-001- Preparation of the Schedule of Expenditures of Federal Awards (SEFA)

Finding Type: Significant deficiencies in internal controls over financial reporting.

Criteria: Management is responsible for the preparation of the Schedule of Expenditures of Federal Awards, which must list individual Federal awards by Federal Agency, including the total federal awards expended, name of pass-through entity, assistance listing number, and total amount provided to subrecipients. Granite United Way is responsible for maintaining complete and accurate financial records and the Schedule of Expenditures of Federal Awards should be prepared directly from those records.

Condition and context: The Schedule of Expenditures of Federal Awards presented for audit required multiple drafts. It was noted that certain programs on the schedule had the incorrect assistance listing number and program titles. Six programs included incorrect subrecipient expenditures and the total amount reported on the schedule was overstated by \$17,956.

Cause of Condition: Granite United Way does not have effective internal control over the preparation of the Schedule of Expenditure of Federal Awards. The United Way did not reconcile the subrecipient expenditures reported on the SEFA with the amounts reported in the general ledger.

Effects of Condition: Potential understatement or overstatement of expenditures to subrecipients could exist in the Schedule of Expenditures of Federal Awards and not be detected and corrected.

Recommendation: It is recommended that Granite United Way establish additional policies and procedures to ensure that all Federal awards are identified and reported accurately on the SEFA and that subrecipient amounts reported on the Schedule of Expenditures of Federal Awards be reconciled with expenditures in the general ledger. There should be additional review after the preparation of the SEFA.

View of Responsible Officials and Planned Corrective Action:

The Chief Impact Officer will prepare the initial draft of the SEFA, including federal agency assistance listings numbers, pass-through entities, program names, and subrecipient information. This draft will be reviewed by the Contracts Specialist for accuracy and comparison with existing contracts for accurate information. The CFO will review the draft SEFA and compile the general ledger transactions, which will have already been reconciled with invoice submissions to the State of NH.

GRANITE UNITED WAY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

Cover sheets for check requests will differentiate between Subawards/Subrecipients and Procurement Contracts/Contractors when designated to the line item named Subcontracts/Agreements to ensure Procurement Contracts/Contractors expenses are not misclassified as Subawards/Subrecipients expenses.

Planned Implementation Date of Corrective Action: March 2024

Person Responsible for Corrective Action: Cindy Read, Chief Financial Officer

Section III - Federal Awards Findings

No federal awards findings noted.



Granite United Way

LIVE UNITED

Board of Directors 2024-2025

Joseph Bator, *Chair*

TD Bank, Regional Vice President

Josephine Moran, *Vice Chair*

Ledyard Financial Group, Inc.

Dr. Chuck Lloyd, *Immediate Past Chair*

Community College System of NH, Vice Chancellor

Doug DeLara, *Treasurer*

Baker Newman Noyes, Senior Manager

William Keena, *Secretary*

AmeriHealth Caritas New Hampshire

Kathy Bizarro-Thunberg, *Audit Chair*

New Hampshire Hospital Association, Executive Vice President

Kyle Barry

NextEra Energy Seabrook Station

Stephen Brooks

Littleton Coin Company

Robert Coates

Eversource

Paul DeBassio

Retired/ United Way Network

Chris Emond

Boys & Girls Club of Central NH, Executive Director

Doug Foley

Eversource, President

Colby Gamester, *GSR CIC Chair*

Gamester Law Office, Owner & Attorney

James Harris

Sheehan Phinney

Dr. Pamela Hofley

Dartmouth Hitchcock

John Hughes

McLane Middleton, Director, Trusts, & Estates Department

Diana Johnson

Merrimack County Savings Bank, Vice President Marketing Officer

graniteuw.org



LIVE UNITED

Granite United Way

Christina Lachance

University of New Hampshire, NH Council for Thriving Children, Director

Roxanne Makris

Lincoln Financial Group

Stacia Maloney

Pike Industries

Herschel Nachlis

Dartmouth College

Maura Palmer, Governance Chair

Salem School District

Randy Perkins

Eversource, Senior Account Executive (Retired)

Dr. Daisy Pierce

Navigating Recovery of the Lakes Region

Kelli Riggs, Marketing Chair

Comcast

Betsey Rhynhart, MC CIC Chair / DEI Chair

Concord Hospital, Vice President of Population Health

Justin Slattery, CR CIC Chair

Belknap Economic Development Council, Executive Director

Tim Soucy, SR CIC Chair

Catholic Medical Center, Senior Executive Director of Community Health & Mission

Rusty Talbot, NC CIC Chair

North Country Climbing Center, CEO

Nick Toumpas, Strategic Impact Chair

Department of Health and Human Services, Commissioner (Retired)

Patrick Tufts, MSW

Granite United Way

graniteuw.org

Central Region | Greater Seacoast Region | Merrimack County | North Country | Northern Region | Southern Region | Upper Valley

PROFILE

I am a motivated young professional looking to further my career in the non-profit sector and local government. I am specifically interested in public policy and community-based social initiatives. I am seeking to further my professional development and build on my knowledge of the public sector. I feel that my experience with the local housing market and the challenges many residents face would provide valuable insight to bring to this new role.

EDUCATION

NORTHEASTERN UNIVERSITY | 2013 - 2017

BACHELOR OF ARTS:
MAJOR IN POLITICAL SCIENCE AND INTERNATIONAL AFFAIRS
MINOR IN GLOBAL SOCIAL ENTREPRENEURSHIP AND EMERGING MARKETS

UNIVERSITY OF GHANA: EAST LEGON | 2017

UNIVERSITAT AUTONOMA DE BARCELONA | 2016

AMERICAN UNIVERSITY OF ROME | 2015

MAXIMO NIVEL, ANTIGUA GUATEMALA | 2019

TEFL CERTIFICATION: 150 HOURS WITH 30 HOURS PRACTICAL TEACHING

UNIVERSITY OF NH | CERTIFICATE NON-PROFIT MANAGEMENT 2023

EXPERIENCE

ECONOMIC STABILITY AND HOUSING MANAGER

COMMUNITY ACTION PARTNERSHIP STRAFFORD COUNTY | AUG 2021 - PRESENT

- Project Manager for the NH Emergency Rental assistance program in coordination with NHHFA, NH court systems, community shelters, and other local partners with a total budget of over 45 million dollars in direct client assistance
- Supervises the CAPSC housing team of 18+staff members, onboarding 15 new hires and overseeing scheduling at multiple office locations
- Oversees multiple HUD funded grants, responsible for compliance, budgeting, and data management
- Attends Community engagement and partnership meetings in conjunction with the Granite United Way, NH Workforce Housing, and municipal leaders
- Provides emergency services to clients with urgent housing needs; mitigating homelessness in Strafford County

HOUSING CASE MANAGER

COMMUNITY ACTION PARTNERSHIP STRAFFORD COUNTY | MAR 2021 - AUG 2021

- Identified low income housing opportunities by building strong relationships with local landlords
- Served as a navigator for CAPSC services and other community-based resources to promote economic stability within Strafford County NH
- Communicated with clients and landlords while providing case management services

PARAPROFESSIONAL

NORTHSHORE EDUCATION CONSORTIUM | 2013 - 2020

- Supervised community outreach programs and vocational development

NANNY

HALDEMAN FAMILY | JAN 2018 - SEP 2019

LEGISLATIVE INTERN

MASSACHUSETTS STATE SENATE | JAN 2016 - JUNE 2016

- Drafted testimony for legislative hearings, constituent correspondence, and memos regarding sponsored bills
- Served as the liaison between the constituent base and the office of Senator DiDomenico

OFFICE ASSOCIATE

SHERMAN CENTER FOR ENGINEERING ENTREPRENEURSHIP EDUCATION | 2014

- Coordinated aspects of a Speaker Series such as travel, accommodations, advertising, marketing, refreshments, etc.
- Collaborated with others to meet the objectives; bringing together individual work towards a team goal

VOLUNTEER WORK

THE GREEN LION: KANDY, SRI LANKA

- Carried out environmental conservation projects, such as sea turtle rehabilitation & protection of their hatcheries

PROYECTO GENESIS: CHIMALTENANGO, GUATEMALA

- Taught English, math, and basic hygiene practices to children in a rural, impoverished village
- Assisted an NGO in administering anti-parasitic medicine to the children and their families

A
G

ABIGAIL
GALLOWAY-
BURKE

CONTACT

+1

SKILLS

HARD SKILLS

- Public Notary
- HUD Certified NSPIRE inspector
- Knowledge of Federal Grant regulations
- Fluency in Social Media Platforms
- Working knowledge of Web Design software
- Event Planning
- Proficiency in Microsoft

SOFT SKILLS

- Organized, Responsible, Efficient
- Adaptable, Determined, Honest
- A team player
- Detail-oriented
- Clear Communicator
- Demonstrated Leader
- Self-Motivated

Allison Burridge

[REDACTED]

I am a motivated and detail oriented professional with over 10 years of direct customer service experience. I am a creative multitasker who thrives in a project-based team environment while also being able to work independently. I am highly adaptable and like to view challenges as exciting opportunities for personal and professional growth.

My recent background has been in affordable and low income property management and I carry that with me into my real estate career, finding the most joy in helping first time homebuyers. I have seen for myself the impact that stable long term housing has on a households life and well being; it's often the first step towards a self sustaining future. Similarly, with first time homebuyers their first home is their first step in building equity for their future. I truly believe that despite how challenging it can be it's important to provide equal opportunities for everyone to obtain stable and habitable long term housing.

Work Experience

Licensed Realtor

SRE Brokers - Portsmouth, NH
July 2023 to Present

Front Desk Coordinator/Receptionist

Portsmouth Housing Authority - Portsmouth, NH
July 2023 to Present

Licensed Realtor

Keller Williams Coastal and Lakes & Mountains Realty - Portsmouth, NH
November 2022 to July 2023

Occupancy Specialist

ALLIANCE ASSET MANAGEMENT INC. - Dover, NH
June 2020 to April 2023

- Responsible for leasing up vacancies with applicants who qualify for affordable housing through the federally funded Low Income Housing Tax Credit and HOME programs.
- Created marketing materials such as flyers and online advertisements for properties and current vacancies.
- Worked with housing authorities to verify payment standards and schedule initial unit inspections.
- Continuously collaborating with the maintenance team to remain on schedule with vacancy renovations and obtaining keys for new move ins.
- Completing and overseeing the process for the annual tenant recertifications for all of the 11 affordable housing properties in the Alliance Atlantic portfolio.
- Obtained a Credit Compliance Professional -C3P Certification.

Server

MR. KIM'S

January 2019 to December 2020

- Learned the unique fusion cuisine in a way I could clearly communicate and explain the components of each dish so customers could better understand the global dishes on the menu.
- Worked as part of the opening team to help develop the systems and processes that would make for the most impactful and efficient dining experience.

Customer Service Specialist

John Hancock

January 2015 to December 2018

- Communicated daily with customers to resolve issues and provide information on life insurance policies and retirement plans.
- Performed data management
- Navigated various internal systems and databases.

Server and Social Media Coordinator

portsmouth book and bar

January 2016 to December 2017

- Created impactful and consistent content for the Book and Bar Instagram account as well as utilizing MailChimp to produce the weekly email blast for news and upcoming events.

Education

ASSOCIATES DEGREE in COMMUNICATIONS

N. ESSEX COMMUNITY COLLEGE

May 2012

BISHOP FENWICK HIGH SCHOOL

May 2008

Skills

- Active Communication
- Conflict Resolution
- Adaptability
- Creativity
- Proficient in Microsoft Office
- Experience with Social Media platforms
- Proficiency in Salesforce & YARDI
- Telephone Handling
- LIHTC
- Asset Management
- Section 8

- Digital Marketing
- Property Leasing
- MailChimp
- Office Management
- Social Media Management
- Property Management
- Fair Housing Regulations
- Email Marketing
- Yardi
- Communication skills
- Customer service
- Microsoft Excel
- Microsoft Outlook
- CRM Software

Certifications and Licenses

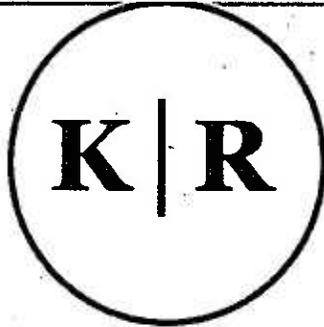
Credit Compliance Professional -C4P Certification.

Present

LIHTC

Real Estate License

Currently Licensed in NH



CONTACT



EDUCATION

- 2018 Ph.D., Social Psychology
University of New Hampshire
- 2015 M.A., Psychology
University of New Hampshire
- 2013 M.A., Forensic Psychology
Marymount University
- 2010 B.A., Psychology
Minors: Communications & Sociology of Law and Society
University of California, Davis

SKILLS & EXPERTISE

- Interpersonal Violence
- Program Development & Evaluation
- Project Management
- Grant and Report Writing
- Community Engagement
- Public Speaking and Presentations
- Quantitative & Qualitative Research
- Data Analysis
- Staff Development

KARA ANNE E. RODENHIZER, Ph.D.

EXPERIENCE

APRICOT CONSULTANT

NHCADSV, CONCORD, NH | May 2021 – August 2021

Responsible for assisting the NH Coalition Against Domestic and Sexual Violence (NHCADSV) in the building, testing, implementing, and training of 12 member agencies on Apricot Victim Services database and case management software.

- Assist in building database to support data collection and reporting needs of Coalition member agencies and capture quality data that can provide the NHCADSV, member programs, and statewide agencies with a better understanding of victims' needs to determine the appropriate allocation of resources.

MANAGER OF HOUSING PROGRAMS

HAVEN Portsmouth, NH | January 2020 – Present

INTERIM MANAGER OF HOUSING & SHELTER PROGRAMS

February 2020 – July 2021

Responsible for program development, community engagement/outreach, grant management, staff supervision, and provision of supportive services for Haven's four housing programs (Rapid Rehousing, Transitional Housing, Housing First, and Supportive Housing) and emergency shelter for survivors of domestic and sexual violence.

- Strong grant writing skills and demonstrated track record of obtaining state and federal funding to support the development of housing and shelter programs:
 - Awarded \$625,000 Office of Violence Against Women Transitional Housing grant for survivors of domestic and sexual violence.
 - Obtained \$113,000 in COVID-19 relief funds from the NH Housing & Finance Authority to complete necessary structural modifications and cover increased operating costs.
- Developed partnership with Dover Housing Authority to build and develop 6-units of permanent supportive housing to increase access to affordable housing for HAVEN's clients.
- Ongoing participation in regional taskforces and community coordinated response teams to enhance and consolidate community responses to interpersonal violence.
- Development Team lead for one of 8 teams invited to participate in the New Hampshire Supportive Housing Institute hosted by the Corporation for Supportive Housing and New Hampshire Housing Finance Authority.
- Facilitate trainings and presentations for staff, community partners, sister agencies, and local stakeholders.

HOUSING FIRST PROGRAM MANAGER

HAVEN Portsmouth, NH | June 2019 – January 2020

Responsible for the oversight of administrative, operations, and direct services for HAVEN's Housing-First Program and the facilitation of the expansion of housing stabilization programming offered to survivors.

- Developed meaningful, sustained partnerships with landlords, housing authorities, and local municipalities to ensure the collaboration needed for provision of high-quality services to survivors and access to affordable housing.

SHELTER MANAGER

HAVEN, PORTSMOUTH, NH | June 2018 – January 2020

Responsible for administration of the day-to-day operations of HAVEN's emergency Domestic Violence Shelter, including the development, implementation, and management of Haven's shelter programming and direct services.

- Responsible for the direct supervision of staff and interns in shelter, including weekly one-on-one supervisory sessions to manage staff expectations and motivate performance using positive team enhancing approaches and mindful communication.
- Developed programming for clients and children focused on agency priorities, including safety, self-sufficiency, and positive self-growth.
- Proactively cultivated relationships with community members including local non-profits, transitional housing agencies, law enforcement, and employers.



**NON-PROFIT
LEADERSHIP**

- 2020 - *Commissioner, Vice Chair*
Present Portsmouth Housing Authority
Appointed by Mayor of Portsmouth
- 2019 - *Board of Directors*
Present Chair of Program Development
Committee
Seacoast Youth Services
- 2018 - *Partner, Public Awareness &*
Present *Advocacy Workgroup*
Home for All Coalition
- 2018 - *Partner*
Present Youth on Their Own (YOTO)

**PROFESSIONAL
LEADERSHIP**

- 2014 - *Graduate Student Admissions*
2016 *Committee*
University of New Hampshire,
Department of Psychology
- 2015 - *Graduate Student Reviewer*
2016 Psychology of Women Quarterly
Student Advisory Board
- 2012 - *Forensic Psychology*
2013 *Representative*
Marymount University Graduate
Student Council
- 2013 *Sentencing Advocate*
Representative
Arlington County Re-Entry
Committee
- 2012 *Sexual Assault Guest Speaker*
Opportunities, Alternatives, and
Resources (OAR), Impact of Crime
Program
- 2008 - *Chair*
2010 Associated Students of the
University of California Davis
(ASUCD) Student-Police Relations,
Committee

EXPERIENCE

GRADUATE RESEARCHER & SENIOR LAB MEMBER
INTERPERSONAL VIOLENCE RESEARCH LAB, UNH | June 2013 – May 2018

Involved in all phases of the research, including study conceptualization and design, data collection and analysis, and dissemination of research findings in peer-reviewed journals and international conferences. Highlights include:

- Authored 10 manuscripts published in peer-reviewed journals, two first author encyclopedia entries, invited book chapter, and multiple technical research briefs.
- Chaired two symposia at international research conferences and gave over 22 presentations and 5 mentored student presentations at national and international research conferences.
- Recipient of competitive Dissertation Year Fellowship, which provided a \$22,000 stipend during dissertation year research.
- Collaborator on a large-scale, randomized control trial, funded by a \$1 million Centers for Disease Control and Prevention (CDC) Grant to evaluate Bringing in the Bystander Violence Prevention Programming for High School Youth (dissertation study).
- Master's Thesis Recognized for contribution to feminist goals and importance to feminist research by Division 35 of the American Psychological Association (APA), the Society for Psychology of Women, at the 2014 APA Research Conference in Washington D.C.
- Responsible for the oversight of over 13 research studies and assisting with authoring grants to fund research through the Centers for Disease Control and Prevention and National Institute of Health.
- Trained and supervised undergraduate research assistants on methods of data collection, data entry, and transcription, chaired undergraduate honor's theses, mentored students through the process of preparing posters and presentations at research conferences.

INSTRUCTOR
UNIVERSITY OF NEW HAMPSHIRE | August 2015 – May 2017

Instructor of record for Abnormal Behavior, Introduction to Psychology, and Applied Social Psychology Independent Study.

- Abnormal Behavior is an advanced undergraduate course that covers the causes, diagnosis, and treatment of abnormal behavior and implications of varying theoretical viewpoints.
- Introduction to Psychology introduces students to psychology as a behavioral science, including its theoretical and applied aspects.
- Applied Social Psychology Independent Study was an online course for undergraduate students who completed their independent study research hours working on the CDC-funded Bringing in the Bystander High School Curriculum Study.

TEACHING ASSISTANT
UNIVERSITY OF NEW HAMPSHIRE | August 2013 – May 2015

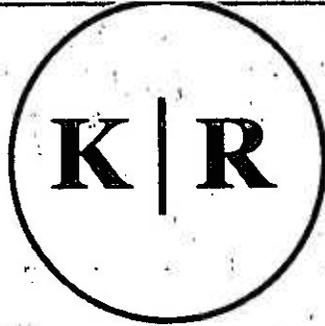
Worked as a graduate teaching assistant for Abnormal Behavior and Counseling Psychology.

- Responsibilities included guest-lecturing classes, hosting workshop for students on writing in APA style, proctoring exams, and grading all coursework and exams.

SENTENCING AND MITIGATION SPECIALIST GRADUATE INTERN
OFFICE OF PUBLIC DEFENDER, ARLINGTON, VA | January 2013 – May 2013

Worked directly with attorneys to promote rehabilitative, restorative and client-centered outcomes in criminal cases, including alternatives to pretrial detention and incarceration.

- Interviewed clients to prepare social history reports, including family, education, employment, mental health, and substance abuse histories and gathering relevant records, including medical, psychiatric, school, employment, and probation records.
- Assisted counsel in evaluating clients' needs for psychological testing and treatment, in terms of competency, sanity, or danger to self or others, and making referral to mental health providers.



HONORS, AWARDS & SCHOLARSHIPS

- 2017 - *Dissertation Fellowship, Recipient*
2018 (\$22k stipend & tuition waiver)
University of New Hampshire
- 2012 *Faculty and Staff Graduate Student Scholarship, Recipient*
Marymount University
- 2009 *UC Davis Chief of Police Award for Student Excellence, Recipient*
University of California, Davis
- 2006 - *UC Davis Honors Challenge, Successfully Completed*
2008 University of California, Davis

SCIENTIFIC JOURNAL REVIEW

- 2020 *Violence Against Women*
- 2019 *Violence Against Women*
- 2018 *Violence Against Women*
- 2018 *Journal of Youth & Adolescence*
- 2017 *Journal of Youth & Adolescence*
- 2016 *Sexuality & Culture*
- 2016 *Psychology of Women Quarterly*
- 2015 *Psychology of Women Quarterly*
- 2015 *Journal of Youth & Adolescence*
- 2014 *Psychology of Women Quarterly*
- 2013 *Child Maltreatment*

PROFESSIONAL AFFILIATIONS

- International Society for Research on Aggression, *Member*
- American Psychological Association, *Member*
- Psi Chi International Honor Society, *Alumna*
- Golden Key International Honour Society, *Alumna*
- Order of Omega Greek Honor Society, *Alumna*
- Alpha Chi Omega, *Alumna*

EXPERIENCE

GRADUATE RESEARCH ASSISTANT
SEXUAL VIOLENCE AND EXPLOITATION RESEARCH LABORATORY,
MARYMOUNT UNIVERSITY | January 2013 - June 2013

Involved in research on empowerment-based interventions and programming for survivors of sexual exploitation and evaluating sexual victimization as a correlate of BDSM community participation and identification.

- Performed systemic literature review on etiology BDSM sexuality and prior trauma and victimization experiences and completed review of literature summarizing empowerment-based programming efforts targeting victims of commercial sexual exploitation.
- Assisted with developing participant recruitment methodology to recruit participants locally in the D.C. Metro area and throughout the United States through online BDSM communities.
- Developed coding book for qualitative analysis of interviews of Cambodian survivors of commercial sexual exploitation in the Hope for Justice restorative care program and trained on qualitative interview techniques.

REMOTE RESEARCH ANALYST
NATIONAL COUNCIL ON TEACHER QUALITY, WASHINGTON, DC |
May 2012 - June 2013

Served on a team of 20 analysts to conduct an analysis of teacher preparation programs in the United States for a review published in *US News and World Report* in 2013.

- Conducted qualitative analysis of course syllabi and assigned textbooks for each required literacy course in teacher preparation courses throughout the United States and entered qualitative and quantitative data into NCTQ's database.

GRADUATE RESEARCH ASSISTANT
AMERICAN ASSOCIATION OF SUICIDOLOGY, WASHINGTON, DC |
January 2012 - June 2012

Served as a graduate research assistant on the Rail Suicide Prevention Project examining suicides on railroads right of way, and the U.S. Marine Corps Suicide Prevention Project, identifying community approaches to preventing suicides and increasing suicide awareness within Marine Corps Installations Command.

- Edited and reviewed manuscripts for the Rail Suicide Prevention Project funded by the Federal Railroad Administration and performed literature review for reports on suicides on railroad rights-of-way.
- Responsible for the collection, organization, and management of large amounts of data for psychological autopsies of Marines who died by suicide.
- Facilitated communications among the Western Institutional Review Board, The Department of the Navy, and American Association of Suicidology.

LEAD RESIDENTIAL COUNSELOR
VICTOR TREATMENT CENTER SANTA ROSA, CA | September 2010 -
June 2011

Responsible for direct care and supervision of deaf and hearing emotionally disturbed children in a level XIV psychiatric treatment facility and managing the day-to-day operations of the Residential Therapeutic Program.

- Provided crisis intervention and management and implemented trauma informed interventions with residents.
- Closely monitored the progress of each resident and reports behavioral changes to the clinical staff to ensure therapeutic services developed for each resident are fully implemented.
- Executed Therapeutic Crisis Intervention (TCI), Professional Assault Crisis Training (Pro-Act), and Risking Connection Model in situations of crisis or duress.

EXPERIENCE

LEGAL INTERN, NONCAPITAL HABEAS / APPEALS UNIT

OFFICE OF THE FEDERAL DEFENDER CALIFORNIA EASTERN DISTRICT, SACRAMENTO, CA | March 2010
- June 2010

Performed legal research on state and federal statutes, case law, regulations, treaties, and sentencing guidelines.

- Prepared and organized trial binders containing discovery, defense investigation, and prior court records for sex crime, habeas corpus, terrorism, and drug trafficking cases.
- Prepared and served subpoenas, located and interviewed clients and witnesses, and prepared reports for defense team.

RESIDENTIAL SPECIALIST

CACHE CREEK LODGE, WOODLAND, CA | March 2009 - December 2009

Provided support and supervision to dual-diagnosis adults residing at Cache Creek Lodge and was responsible for the day and night operations of the residential treatment facility.

- Conducted client intake and discharge into the program following parole.
- Administered drug screens, dispensed client medication, and performed daily medication counts.
- Supervised daily AA/NA meetings, ensuring discussions were appropriate and on-track.

RESEARCH ASSISTANT

UC DAVIS DEVELOPMENTAL RESEARCH CENTER / Dr. GAIL GOODMAN | March 2009 - August 2010

Served as an undergraduate research assistant on the Children's Eyewitness Memory and Suggestibility Project, which examined false memories among children with histories of sexual abuse and on the National Youth in Transition Database Project, a national study tracking outcomes of foster care youth after they age out of care.

- Managed participant recruitment and administered surveys, questionnaires, and interactive computer modules to test the Deese-Roediger-McDermott effect in children.
- Performed quantitative coding of data and assisted with data entry.
- Assisted in locating and interviewing over 6,000 foster care youth within 45 days of their 17th birthday to track independent living services and evaluate services designed to transition youth to independent living.

RESEARCH ASSISTANT

UC DAVIS CENTER FOR POVERTY AND INEQUALITY RESEARCH, Dr. BILL MCCARTHY / Dr. TERESA CASEY | December 2009 - June 2010

Worked as research assistant analyzing data from the National Longitudinal Study of Adolescent Youth to evaluate the effects of criminal offending on familial, platonic (i.e., cohabitating), and romantic (i.e., dating and marital) relationships.

- Performed analysis of longitudinal data in STAT and SAS and created tables, graphs, and figures for manuscript.
- Performed literature review examining the relationship between romantic involvement and criminal offending.

PUBLICATIONS

PEER REVIEWED JOURNAL ARTICLES

(* indicates mentored student co-author)

1. Rodenhizer, K., Edwards, K. M., & Murphy, S. (2020). It's all HERstory: College women's development during emerging adulthood following intimate partner violence. *Violence Against Women*. Manuscript in press.
2. Rodenhizer, K. E., *MacPherson, A. M., Siller, L., & Edwards, K. M. (2019). Reality check! Perceptions of MTV's Jersey Shore & Teen Mom/16 and Pregnant and dating violence attitudes and experiences. *Journal of Interpersonal Violence*. Manuscript in press.
3. Edwards, K. M., Sessarego, S. N., Banyard, V. L., Stanley, L. R., Mitchell, K. J., Robert P. Eckstein, R. P., Rodenhizer, K. E., Leyva, C. (2018). Measurement tools to assess relationship abuse & sexual assault prevention program effectiveness among youth. *Psychology of Violence, 8*, 537-545.
4. Edwards, K. M., Sessarego, S. N., Banyard, V. L., Stanley, L. R., Mitchell, K. J., Robert P. Eckstein, R. P., Rodenhizer, K. E., Leyva, C. (2017). Development and psychometrics of instruments to assess school personnel's bystander action in situations of teen relationship abuse and sexual assault. *Journal of Interpersonal Violence*. <https://doi.org/10.1177/0886260517746946>
5. Rodenhizer, K. & Edwards, K. M. (2017). The impacts of sexual media exposure on adolescent and emerging adults' dating and sexual violence attitudes and behaviors: A critical review of the literature. *Trauma, Violence, and Abuse, 20*, 439-452.

PEER REVIEWED JOURNAL ARTICLES

6. Edwards, K. M., Rodenhizer, K., & Eckstein, R. P. (2017). School personnel's bystander action in situations of dating violence, sexual violence, and sexual harassment among high school teens: A qualitative analysis. *Journal of Interpersonal Violence, 35*, 2358-2369.
7. Edwards, K. M., *Haynes, E. E., & Rodenhizer-Stämpfli, K. (2016). High school youth's reactions to participating in mixed methodological dating violence research. *Journal of Empirical Research on Human Research Ethics, 11*, 220-230.
8. Edwards, K. M., Moynihan, M. M., Rodenhizer-Stämpfli, K., Demers, J., & Banyard, V. (2015). Campus community readiness to engage measure: Preliminary psychometrics and the utility for campus violence prevention initiatives. *Violence and Gender, 2*, 214-224.
9. Edwards, K. M., Rodenhizer-Stämpfli, K., & Eckstein, R. P. (2015). Bystander action in situations of dating and sexual aggression: A mixed methodological study of high school youth. *Journal of Youth and Adolescence, 44*, 2321-2336.
10. Edwards, K. M., Probst, D. R., Rodenhizer-Stämpfli, K., Gidycz, C. A., & Tansil, E. C. (2014). Multiplicity of child maltreatment and biopsychosocial outcomes in young adulthood: The moderating role of resiliency characteristics among female survivors. *Child Maltreatment, 19*, 188-198.

MANUSCRIPTS UNDER REVIEW

(* indicates mentored student co-author)

11. Rodenhizer K., Edwards, K. M., *MacPherson, A. M. (2021). Fifty shades of violence: The impact of erotic literature on IPV-related attitudes and behaviors. Submitted to *Media Psychology*.

INVITED MANUSCRIPT

12. Edwards, K. M., Neal, A. M., & Rodenhizer-Stämpfli, K. (invited manuscript). Where do gender variant individuals fit into current controversies over gender differences in perpetration of partner violence?: A call for inclusion. *Journal of Family Violence*.

INVITED BOOK CHAPTER

13. Edwards, K. M., Neal, A. M., & Rodenhizer-Stämpfli, K. (2017). Intimate partner violence prevention: History and future directions. In B. Teasdale & M. S. Bradley (Eds.), *Preventing Crime and Violence*. Springer Press.

INVITED ENCYCLOPEDIA ENTRIES

14. Rodenhizer, K. & MacPherson, A. R. (2019). Fictional portrayals of women in crime-based television and film. In F. P. Bernat & K. Frailing (Eds.), *Encyclopedia of Women and Crime*. New York, NY: Wiley.
15. Rodenhizer-Stämpfli, K., Eckstein, R. P., & Edwards, K. M. (2018). Bystander action among adolescents. In R. Levesque (Ed.), *Encyclopedia of Adolescence*. New York, NY: Springer.

RESEARCH IN BRIEF

16. Edwards, K. M., Eckstein, R. P., & Rodenhizer-Stämpfli, K. (2015) *Should I say something? Dating and sexual aggression bystander intervention among high school youth (non-technical report)*. Carsey School of Public Policy. Durham, NH: University of New Hampshire.

MANUSCRIPTS IN PROGRESS

17. Rodenhizer, K., Mitchell, K., & Jones, L. (2021). *First responder needs and efforts to combat the opioid epidemic*.
18. Rodenhizer, K. & *MacPherson, A. M., Edwards, K.M. (2021). *There's nothing Grey about it: College students' perceptions of the influence of media in their dating and sexual relationships*.

PRESENTATIONS

PEER REVIEWED CONFERENCE PRESENTATIONS

(* indicates mentored student author or co-author)

1. Mitchell, K., Rodenhizer, K., & Jones, L. (2019). First responder needs and efforts to combat the opioid epidemic. Symposium conducted at the annual meeting of the American Society of Criminology in San Francisco, CA.
2. Rodenhizer, K., *Guetling, L., Edwards, K. M., & Murphy, S. B. (2017). It's all HERstory: College women's social and emotional development following intimate partner violence. In J. Wilson (Chair), *Intimate Partner Violence: Socioemotional Factors and Longterm Prevalence*. Symposium conducted at the annual meeting of the American Psychological Association in Washington D.C.
3. Rodenhizer-Stämpfli, K., Neal, A. M., Edwards, K. M., & Murphy, S. B. (2016). Beyond surveys: Students' reactions to participating in experimental, dyadic, and qualitative violence research. In A. P. DePrince (Chair), *Advancing the Ethics of Psychology: Issues and Solutions*. Symposium conducted at the annual meeting of the American Psychological Association in Denver, CO.
4. Rodenhizer-Stämpfli, K., Edwards, K. M., & *MacPherson, A. R. (2016). *Sexual media exposure and attitudes related to intimate partner violence: The moderating role of feminist identity*. Poster presented at the annual meeting of the American Psychological Association in Denver, CO.
5. Edwards, K. M., Banyard, V. L., Eckstein, R. P., Haynes, E., Leyva, C., Mitchell, K., Palmer, K. M., Rodenhizer-Stämpfli, K., Sessarego, S. N., Stanley, L. (2016). Outcomes of a high school dating and sexual violence bystander prevention program. In K. M. Edwards & K. E. Rodenhizer-Stämpfli (Chairs), *Novel solutions to prevent interpersonal violence among youth: Recent findings and future directions*. Symposium conducted at the annual meeting of the American Psychological Association in Denver, CO.
6. Edwards, K. M., Banyard, V. L., Eckstein, R. L., *Haynes, E. H., Leyva, C., Mitchell, K., Palmer, K., Rodenhizer-Stämpfli, K., Sessarego, S., & Stanley, L. (2016). Outcomes of a high school dating and sexual violence bystander prevention program. In K. M. Edwards & L. M. Orchowski (Chairs), *Innovative solutions to prevent violence among youth: Recent findings and future directions*. Symposium conducted at the annual meeting of the American Psychological Association in Denver, CO.
7. Rodenhizer-Stämpfli, K., *MacPherson, A. R., & Edwards, K. M. (2016). Bystander willingness to intervene: When there is nothing Grey about it. In J. Hoxmeier (Chair), *College students' as pro-social bystanders: Influences and consequences of intervening in sexual assault situations*. Symposium conducted at the meeting of the International Family Violence and Child Victimization Research Conference in Portsmouth, NH.
8. Rodenhizer-Stämpfli, K. & Edwards, K. M. (2016). Mind over media: Media literacy and dating violence correlates. In K. Rodenhizer-Stämpfli and K. Edwards (Chairs), *Sexual socialization and gendered violence in the media*. Symposium conducted as part of the Featured Feminist Science Symposia Series at the annual meeting of Association for Women in Psychology in Pittsburg, PA.
9. Rodenhizer-Stämpfli, K. (2016). Future directions in preventing school and campus-based violence (Discussant). In K. M. Edwards (Chair), *Feminist and social justice perspectives on preventing school and campus-based violence*. Symposium conducted as part of the Featured Feminist Science Symposia Series at the annual meeting of Association for Women in Psychology in Pittsburg, PA.
10. Sessarego, S., Edwards, K. M., & Rodenhizer-Stämpfli, K. (2016). *Risk and protective factors for sexual victimization and re-victimization among college students: A prospective examination*. Paper submitted to the annual meeting of the Association of Women in Psychology in Pittsburg, PA.
11. *DePasquale, M., Edwards, K. M., & Rodenhizer-Stämpfli, K. (2016). *Relationship type as a correlate for social reactions to disclosure of intimate partner violence and attitudes regarding negative dating behaviors*. Paper submitted to the annual meeting of the Association of Women in Psychology in Pittsburg, PA.
12. Edwards, K. M., Banyard, V., Eckstein, R., *Haynes, E., Leyva, C., Mitchell, K., *Palmer, K., Rodenhizer-Stämpfli, K., & Sessarego, S. (2016). *Bystander action in situations of dating and sexual violence: Prevalence and correlates among high school youth*. Paper submitted to the annual meeting of the Association of Women in Psychology in Pittsburg, PA.
13. Rodenhizer-Stämpfli, K., Edwards, K. M., Eckstein, R. P. (2015). *A qualitative analysis of teachers' perceptions of bystander intervention in situations of dating and sexual violence among high school youth*. Poster presented at the annual meeting of the American Psychological Association in Toronto, Canada.
14. *MacPherson, A. R., Rodenhizer-Stämpfli, K., & Edwards, K. M. (2015). *The Fifty Shades effect: How erotic literature influences body dissatisfaction and body objectification*. Poster presented at the annual meeting of the American Psychological Association in Toronto, Canada.
15. *Haynes, E. E., Edwards, K. M., Rodenhizer-Stämpfli, K., & Eckstein, R. (2015). *High school youth's reactions to participating in mixed methodological dating and sexual violence research*. Paper presented at the annual meeting of the Association of Women in Psychology in San Francisco, CA.

PEER REVIEWED CONFERENCE PRESENTATIONS

(*indicates mentored student author or co-author)

16. Rodenhizer-Stämpfli, K., Dixon, K. J., Jeleniweski, S. A., Edwards, K. M., Gidycz, C. A., & Desai, A. D. (2014). College men's perpetration of sexual assault: An examination of an expanded confluence model. In K. M. Edwards (Chair), *Intimate partner and sexual violence perpetration among adolescents and young adults*. Symposium conducted at the meeting of the American Psychological Association in Washington, D.C.
17. Rodenhizer-Stämpfli, K., Edwards, K. M., Sylaska, K. M., Dixon, K. J., & MacPherson, A. R. (2014). *Reality check! Perceptions of Jersey Shore and Teen Mom and attitudes accepting of dating violence*. Poster presented at the meeting of the American Psychological Association in Washington, D.C.
18. Edwards, K.M., Rodenhizer-Stämpfli, K., Probst, D. R., Gidycz, C. A., & Tansill, E. C. (2014, August). Resilience among young adult survivors of childhood poly-victimization and biopsychosocial outcomes. In A. P. DePrince (Chair), *Physical and psychological health outcomes following interpersonal violence across diverse samples*. Symposium conducted at the meeting of the American Psychological Association in Washington, D.C.
19. Rodenhizer-Stämpfli, K., Edwards, K. M., Jones, L. M. (2014). A measure of community readiness to address child sexual abuse in elementary schools. In V. Banyard (Chair), *Assessing community readiness for interpersonal violence prevention: New measures for the field*. Symposium conducted at the meeting of the International Family Violence and Child Victimization Research Conference in Portsmouth, NH.
20. Jones, L. M., Edwards, K. M., & Rodenhizer-Stämpfli, K. (2014). Measuring school readiness to implement evidence-based bullying prevention. In V. Banyard (Chair), *Assessing community readiness for interpersonal violence prevention: New measures for the field*. Symposium conducted at the meeting of the International Family Violence and Child Victimization Research Conference in Portsmouth, NH.
21. Demers, J., Banyard, V., Edwards, K. M., Moynihan, M. M., & Rodenhizer-Stämpfli, K. (2014). Institutional readiness to address sexual violence, intimate partner violence, & stalking on college campuses. In V. Banyard (Chair), *Assessing community readiness for interpersonal violence prevention: New measures for the field*. Symposium conducted at the meeting of the International Family Violence and Child Victimization Research Conference in Portsmouth, NH.
22. Edwards, K.M., Eckstein, R., & Rodenhizer-Stämpfli, K. (2014). Dating and sexual violence bystander intervention: A mixed methodological study of high school youth and their teachers. In K. M. Edwards (Chair), *Intimate partner and sexual violence perpetration and bystander intervention: Implications for prevention*. Symposium conducted at the meeting of the International Family Violence and Child Victimization Research Conference in Portsmouth, NH.

CHAired CONFERENCE SYMPOSIA

23. Rodenhizer-Stämpfli, K. & Edwards, K. M. (2016). *Novel solutions to prevent interpersonal violence among youth: Recent findings and future directions*. Symposium conducted at the annual meeting of the American Psychological Association, in Denver, CO.
24. Rodenhizer-Stämpfli, K. & Edwards, K. M. (2016). *Sexual socialization and gendered violence in the media*. Symposium conducted as part of the Featured Feminist Science Symposia Series at the annual meeting of Association for Women in Psychology, in Pittsburg, PA.

MENTORED STUDENT COFERENCE PRESENTATIONS

(*indicates mentored student author or co-author)

25. *Guetling, L., Rodenhizer-Stämpfli, K., & Murphy, S. B. (2017). *It's complicated: College women's stay/leave decisions in abusive relationships*. Poster presented at the annual meeting of the American Psychological Association in Washington, D.C.
26. *Mullen, S., & Rodenhizer-Stämpfli, K. (2016). *Parental Rights of Rapists*. Poster presented at the University of New Hampshire Undergraduate Research Conference, Durham, NH.
27. *Guetling, L., *Seavey, K., *MacPherson, A. M., & Rodenhizer-Stämpfli, K. (2015). *Depression and social support in LGBTQ+ victims of intimate partner violence*. Poster presented at the meeting of the New Hampshire Psychological Association in New London, NH. (*Poster Awarded the Undergraduate Research Award of Excellence at the 2015 University of New Hampshire Undergraduate Research Conference*)
28. *MacPherson, A. R., & Rodenhizer-Stämpfli, K. (2015). *The Fifty Shades effect: Erotic literature and body dissatisfaction among college women*. Poster presented at the meeting of the New Hampshire Psychological Association in New London, NH.
29. *Evans, K. A., *MacPherson, A., *Carinon, T. L., *Haynes, E., *Flanagan, C. E., Rodenhizer-Stämpfli, K. (2014). *Should you stay or should you go?: Women's rationale behind leaving or staying in an abusive relationship*. Poster presented at the meeting of the New Hampshire Psychological Association in Durham, NH. (*Poster Awarded the Undergraduate Research Award of Excellence at the 2014 University of New Hampshire Undergraduate Research Conference and 3rd place for best poster presentation at the NHPA Student Convention*).

MENTORED STUDENT COFERENCE PRESENTATIONS

(*indicates mentored student author or co-author)

30. Carlson, A., *Grafton, N., *Wyatt, J., Rodenhizer-Stämpfli, K. (2014). *Dating violence bystander behaviors: Factors that impact intervention among high school students*. Poster presented at the annual meeting of the New Hampshire Psychological Association in Durham, NH.

OTHER ACTIVITIES

UNDERGRADUATE COMMITTEE MEMBERSHIP

- 2019 - 2020 Caroline Connolly, *Capstone Site Supervisor*, Family Studies, University of New Hampshire
2018 - 2019 Paige Maddy, *Capstone Site Supervisor*, Justice Studies, University of New Hampshire
2018 - 2019 Emily Woods, *Capstone Site Supervisor*, Social Work, University of New Hampshire
2016 - 2017 Lauren Guetling, *Honors Thesis Co-Supervisor*, Psychology, University of New Hampshire
2015 - 2016 Samantha Mullen, *Capstone Research Supervisor*, Psychology, University of New Hampshire
2014 - 2015 Ashley MacPherson, *Honors Thesis Co-Supervisor*, Psychology, University of New Hampshire

FUNDING HISTORY

- 2021 Eastern Bank. *Haven at the Falls, Supportive Housing Project* (1,265,000). Development Team: Dover Housing Authority (Krans, Sanderson, Gagne, & Tenney) & HAVEN (Rodenhizer & Wiggin).
- 2020 Office of Violence Against Women. *Strafford County Transitional Housing Project* (\$625,000). Grant Award Administrator: Rodenhizer.
- 2020 New Hampshire Housing Finance Authority, Homeless Shelter Modification Program. *Haven Emergency Domestic Violence Shelter Modification Project* (\$113,000). Project Leads: Rodenhizer & Van Allen.
- 2017 - 2018 Dissertation Year Fellowship. *Mind Over Media: Relationship Media Literacy as a Moderator of Media Exposure on Dating and Sexual Violence Outcomes Among High School Youth* (\$22,000).
PI: Rodenhizer
- 2016 - 2017 Dr. John and Patricia Gibson Baker Fund, Graduate Research Grant. *Mind Over Media: Relationship Media Literacy as a Moderator of Media Exposure on Dating and Sexual Violence Outcomes Among High School Youth* (\$1,000).
PI: Rodenhizer
- 2014 University of New Hampshire Department of Psychology Graduate Research Grant. *Fifty Shades of Violence: The Impact of Erotic Literature on Intimate Partner Violence Related Outcomes* (\$500).
PI: Rodenhizer
- 2014 - 2017 Centers for Disease Control and Prevention (R01-CEO02524). *Evaluating a Dating and Sexual Violence Bystander Prevention Program with High School Youth: A Cluster Randomized Control Trial Performance* (\$1,000,000).
PI: Edwards; Collaborator: Rodenhizer
- 2014 The Society for the Psychology of Women (APA Division 35), Janet Hyde Graduate Student Research Grant. *Fifty Shades of Violence: The Impact of Erotic Literature on Intimate Partner Violence Related Outcomes* (Honorable Mention).
PI: Rodenhizer

Marla May Zarzour

Professional Experience

Granite United Way | Concord, NH

Contracts Specialist July 2024-Current

- Submits Requests for reimbursement for a large portfolio of government contracts and grants
- Monitor requests for solicitations and contracts within budget limits
- Review compliance with funder requirements as outlined in each contract or grant agreement
- Provides accurate, timely processing of vendor invoices
- Works with Impact program leads to ensure budget spend-down
- Work with program staff and finance department to process check requests

Program Coordinator November 2016-July 2024

- Provide professional support to the Community Impact and Community Review Team
- Provide professional support to the Resource Development staff and Campaign Cabinet
- Provide administrative and event planning support
- Compile data, generate reports
- Provide database support
- Take meeting minutes
- Assist with grant review

Administrative Assistant June 2016 – November 2016

- Responsible for greeting visitors, directing calls appropriately.
- Manage invoices, compile data, and generate reports.
- Establish and maintain productive relationships with donors, and volunteers.
- General office function- office supplies, mail distribution.
- Provide administrative support to the Sr. Director of Regional Impact as it relates to the Community Impact Committee, Community Review Teams, Day of Caring and other potential events.
- Provide administrative and event planning support for presentations, meetings, events and special programs

JP China | Alton, NH

Server-Bartender July 2016 - July 2017

- Prepare restaurant tables
- Attend to customers
- Present menu- help customers with food/beverages
- Issue bills and accept payment
- Preparing alcoholic and non-alcoholic beverages
- Restock and replenish bar inventory
- Comply with food and beverage regulations.

Caring Hands Animal Hospital | Manchester, NH

Receptionist **May 2010 – 2016**

- Responsible for greeting customers, answering phones, filing maintenance, scheduling appointments, procedures and boarding reservations.
- Identify and work compassionately with clients in various emotional states.
- Check-in clients and monitor clients flow from check-in to discharge.
- Manage record requests between other hospitals and specialty practices and relay appropriate information to/from clients to doctors.
- Fill prescriptions, discharge patients, provide client education for pre and post care.
- Handle confidential information, process payment transactions, and maintain proper documentation in electronic medical records.
- Maintain and clean all areas of the hospital to include reception desk, lobby, bathrooms, exam rooms and kennels.

Z1 Express | Chichester, NH

Manager **2007 - 2010**

- Responsible for day-to-day store operations including scheduling, training, ordering, supervising employees, and cash management.
- Determine stocking needs and interact positively with customers and vendors.
- Plan, schedule, supervise and ensure employees adhere to store policies and procedures.

Education

Prospect Mountain High School | Alton, NH
Graduated 2007

Skills

- Customer Service
- Organization
- Data base management (Avimark)
- Time management
- MS office
- Apricot software
- Interpersonal skills
- Records management
- Multi-tasking
- Social Media Applications

References

Available on request.



SHANNON M. SWETT, MSW

EDUCATION

Master of Social Work

2002 – 2004

University of New Hampshire

Durham, NH

Bachelor of Arts - Clinical Counseling Psychology

1999 – 2002

Keene State College

Keene, NH

EXPERIENCE

2007 - Present

Granite United Way

Concord, NH

Chief Services Officer

Accomplishments:

- Leads the Services Department of Granite United Way, overseeing a growing team of over 35 staff members and a portfolio of initiatives, with revenue exceeding \$5 million
- Oversees a vast array of services and initiatives for Granite United Way, including 211 NH, Recovery Friendly Workplace, Work United, Regional Early Childhood Networks, Capital Area Public Health Network, Carroll County Coalition for Public Health, South Central Public Health Network, Whole Village Family Resource Center, and Financial Empowerment/VITA/Asset Building, and the Affordable Housing Incentive Program
- Serves on Executive Leadership team with President/CEO, CFO, and Chief Alignment Officer to ensure successful implementation of Strategic Plan, with a commitment to the values and vision established by the Board of Directors
- Engages Board members, community impact committees, funded agencies, and other volunteers to align and leverage Granite United Way investments, funding streams, and strategies with regional and/or statewide efforts addressing public health, substance use disorder, and social determinants of health
- Developed the Recovery Friendly Workplace initiative (now designated a Promising Practice) with Governor Sununu in 2018; Engaged workplaces across NH from an initial 25 early adopters at launch to over 350 workplaces in 2023, representing over 85,000 employees statewide; Engaged multiple states across the country looking to replicate the initiative, with over 30 other states now engaged in a Community of Practice led by Granite United Way staff
- Provides consultation and guidance in strategic planning, coalition/network development, community engagement, grant writing, contract management, evaluation, and public health and prevention strategy development
- Develops and maintains strategic partnerships and relationships with key stakeholders across NH, with a strong personal commitment to advancing health equity and voices from traditionally marginalized communities
- Oversees all aspects of federal, state, and local grants and contracts, including resource development, budget development, subcontract monitoring, and financial oversight

2005 – 2007 Community Response (CoRe) Coalition Belknap County, NH
Outreach Coordinator, Project Director

Accomplishments:

- Provided leadership for a county-wide, regional alcohol, tobacco, and other drug abuse prevention coalition
- Strengthened capacity of coalition through outreach and collaboration, including partnerships with 10 community sectors, including government, schools, businesses, healthcare, and safety
- Coordinated all aspects of federal, state, and local grants, including financial oversight, progress reports, communications, and work plan goals, objectives, and activities
- Developed, coordinated, promoted, and implemented events, programs, and trainings for youth and adults
- Strengthened youth leadership and involvement in substance abuse prevention activities
- Supervised part-time staff, youth leaders, and volunteers

2004 – 2005 Caring Community Network of the Twin Rivers (CCNTR) Franklin, NH
Community Program Specialist

Accomplishments:

- Assisted in development of programming related to strengthening the public health infrastructure.
- Recruited new participants to agency committees and projects
- Facilitated organizational collaboration, compiled research, and developed proposals to funding sources to address community needs
- Facilitated several ongoing committees
- Developed and maintained productive relationships with community and state leaders and agencies
- Participated in several trainings/seminars related to issues including substance abuse prevention, emergency preparedness, leadership, and public health infrastructure development
- Wrote numerous articles and press releases concerning community and public health

PROFESSIONAL ASSOCIATIONS

- NH Governor's Commission on Alcohol and Other Drugs; Budget Task Force: 2023-Present
- NH Harm Reduction Coalition: Treasurer, 2022-Current
- American Public Health Association: NH Affiliate Representative to the Governing Council 2018-2019
- NH Public Health Association: Board Member 2018-2019
- Prevention Task Force of the Governor's Commission (Co-Chair): 2017-2019
- NH Governor's Commission on Alcohol and Drug Abuse Prevention, Treatment and Recovery (Prevention Representative): 2016-2018
- NH Drug Overdose Fatality Review Committee (Prevention Representative): 2016-2018
- NH Alcohol and Other Drug Service Providers Association: Treasurer 2007-2011, 2014-2015
- NH Prevention Certification Board's Peer Review Committee: 2009-2011

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 United Way

| NAME | JOB TITLE | ANNUAL AMOUNT PAID FROM THIS CONTRACT | ANNUAL SALARY |
|---------------------|---|---------------------------------------|---------------|
| Shannon Swett | Chief Impact Officer | \$0.00 | \$133,423.00 |
| Marla May Zarzour | Contracts Specialist | \$0.00 | \$57,000.00 |
| Kara Rodenhizer | Senior Director, Housing Initiatives | \$0.00 | \$85,098.00 |
| Allison Burrige | Assistant Director, Housing Initiatives | \$73,645.00 | \$73,645.00 |
| Abby Galloway-Burke | Project Director, Housing Initiatives | \$70,555.00 | \$70,555.00 |
| | | | |

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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
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

January 11, 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 a Sole Source contract with Granite United Way (VC#160015), Manchester, NH, in the amount of \$1,213,635 to facilitate a landlord incentive program to support the transition of individuals from New Hampshire Hospital to the community, with the option to renew for up to two (2) additional years, effective upon Governor and Council approval through June 30, 2025. 100% General Funds.

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

05-95-92-922010-41170000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF MENTAL HEALTH SERVICES, CMH PROGRAM SUPPORT

| State Fiscal Year | Class / Account | Class Title | Job Number | Total Amount |
|-------------------|-----------------|------------------------|--------------|--------------------|
| 2024 | 102-500731 | Contracts for Prog Svc | 92204117 | \$783,992 |
| 2025 | 102-500731 | Contracts for Prog Svc | 92204117 | \$429,643 |
| | | | Total | \$1,213,635 |

EXPLANATION

This request is Sole Source because the Contractor is uniquely positioned to provide these services. The Contractor currently administers a landlord incentive program in targeted regions of the state and therefore has the necessary infrastructure in place to complete the work within the required timeframes.

The purpose of this request is for the Contractor to provide coordinated landlord engagement, property provider incentives, and strong tenancy support to individuals who are discharging from New Hampshire Hospital or other psychiatric residential facilities and hold an active Housing Bridge Subsidy Program voucher. This request supports the Department's Mission Zero project, which seeks to eliminate hospital emergency department (ED) psychiatric boarding by addressing issues such as discharge barriers for individuals in inpatient psychiatric facilities to transition safely to the community.

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

Approximately 40 individuals with serious mental illness who are discharging to independent housing from New Hampshire Hospital or other psychiatric residential facilities will be served during State Fiscal Years 2024 and 2025.

The current low-vacancy rates and tight housing market have exacerbated challenges for individuals with serious mental illness to access housing. Consequently, these individuals are more likely to over-utilize healthcare and emergency services. Access to low-barrier, supportive housing with wraparound services is essential to meeting their needs and is one of the most effective ways to provide stability and improve quality of life. The services supported by this contract will expand housing opportunities to individuals discharging from New Hampshire Hospital utilizing a Housing Bridge Subsidy Voucher by creating a strong network of landlords through targeted engagement.

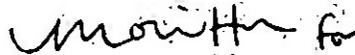
The Department will monitor services by meeting regularly with the Contractor and reviewing monthly reports to ensure new landlords are engaged and individuals are moving into community-based apartments.

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

Should the Governor and Council not authorize this request, individuals ready for discharge from New Hampshire Hospital will be delayed in their transition to independent apartments in the community thereby limiting the Department's ability to increase the availability of New Hampshire Hospital beds and address ED boarding.

Area served: Statewide.

Respectfully submitted,



Lori A. Weaver
Commissioner

Subject: Incentives for Landlords (SS-2024-DBH-29-INCEN-01)

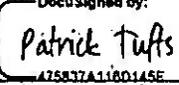
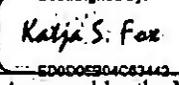
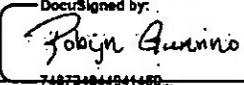
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION:

| | | | |
|--|---|--|--|
| 1.1 State Agency Name New Hampshire Department of Health and Human Services | | 1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857 | |
| 1.3 Contractor Name Granite United Way | | 1.4 Contractor Address 22 Concord St., 2nd Floor PO Box 211 Manchester, NH 03105 | |
| 1.5 Contractor Phone Number (603)625-6939 | 1.6 Account Unit and Class 05-095-92-922010-41170000- 102-500731 - JN 92204117 | 1.7 Completion Date 6/30/2025 | 1.8 Price Limitation \$1,213,635 |
| 1.9 Contracting Officer for State Agency Robert W. Moore, Director | | 1.10 State Agency Telephone Number (603) 271-9631 | |
| 1.11 Contractor Signature <small>DocuSigned by:</small>  <small>475837A1180145E</small> Date: 1/12/2024 | | 1.12 Name and Title of Contractor Signatory Patrick Tufts President | |
| 1.13 State Agency Signature <small>DocuSigned by:</small>  <small>5D000E904C63443</small> Date: 1/12/2024 | | 1.14 Name and Title of State Agency Signatory Katja S. Fox Director | |
| 1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____ | | | |
| 1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  <small>718731844041483</small> On: 1/12/2024 | | | |
| 1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____ | | | |

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

8. EVENT OF DEFAULT/REMEDIES.

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

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

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

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

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

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

9. TERMINATION.

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

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

10. PROPERTY OWNERSHIP/DISCLOSURE.

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

19. CHOICE OF LAW AND FORUM.

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

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

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

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

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

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

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

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

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

New Hampshire Department of Health and Human Services
Incentives for Landlords

EXHIBIT A

Revisions to Standard Agreement Provisions

1. Revisions to Form P-37, General Provisions

1.1. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to two (2) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.2. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.5 as follows:

12.5. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed, and if applicable, a Business Associate Agreement in accordance with the Health Insurance Portability and Accountability Act. Written agreements shall specify how corrective action shall be managed. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

**New Hampshire Department of Health and Human Services
Incentives for Landlords**

EXHIBIT B

- community partners.
- 1.8. The Contractor must participate in meetings with the Department on a quarterly basis, or as otherwise requested by the Department.
 - 1.9. The Contractor may be required to ensure staff participate in one-time training on Serious Mental Illness, the Housing Bridge Subsidy Program, and New Hampshire Hospital as provided by the Department.
 - 1.10. Reporting
 - 1.10.1. The Contractor must submit monthly monitoring reports which include, but are not limited to:
 - 1.10.1.1. Quantitative data as defined in Subsection 1.10.
 - 1.10.1.2. Any testimonials regarding the Incentives for Landlords program gathered from landlords, individuals, or community partners.
 - 1.10.2. The Contractor must provide key data in a format and at a frequency specified by the Department for the following outcome measures:
 - 1.10.2.1. Housing stability outcomes among individuals enrolled in this program;
 - 1.10.2.2. Total number of new of landlords willing to accept tenants with Housing Bridge Subsidy Vouchers; and
 - 1.10.2.3. Total amount of time spent on average to find an appropriate unit for tenants.
 - 1.10.3. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.
 - 1.11. Background Checks
 - 1.11.1. Prior to permitting any individual to provide services under this Agreement, the Contractor must ensure that said individual has undergone:
 - 1.11.1.1. A criminal background check, at the Contractor's expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;
 - 1.11.1.2. A name search of the Department's Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement; and

**New Hampshire Department of Health and Human Services
Incentives for Landlords**

EXHIBIT B

1.11.1.3. A name search of the Department's Division for Children, Youth and Families (DCYF) Central Registry pursuant to RSA 169-C:35, with results indicating no evidence of behavior that could endanger individuals served under this Agreement.

1.12. Confidential Data

1.12.1. The Contractor must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit as referenced below.

1.12.2. The Contractor must ensure any individuals involved in delivering services through this Agreement contract sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department's Information Security Requirements Exhibit. The Contractor must ensure said individuals have a justifiable business need to access confidential data. The Contractor must provide attestations upon Department request.

1.13. Privacy Impact Assessment

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

1.13.1.1. How PII is gathered and stored;

1.13.1.2. Who will have access to PII;

1.13.1.3. How PII will be used in the system;

1.13.1.4. How individual consent will be achieved and revoked; and

1.13.1.5. Privacy practices.

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

1.14. Contract End-of-Life Transition Services

**New Hampshire Department of Health and Human Services
Incentives for Landlords**

EXHIBIT B

1.14.1. General Requirements

- 1.14.1.1. If applicable, upon termination or expiration of the Agreement the parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the Contractor to the Department and, if applicable, the Contractor engaged by the Department to assume the Services previously performed by the Contractor for this section the new Contractor shall be known as "Recipient"). Ninety (90) days prior to the end of the contract or unless otherwise specified by the Department, the Contractor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.
- 1.14.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network, and telecommunications equipment and internet-related information technology infrastructure ("Internal IT Systems") of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 1.14.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 1.14.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Agreement.
- 1.14.1.5. Should the data Transition extend beyond the end of the Agreement, the Contractor agrees that the Information

**New Hampshire Department of Health and Human Services
Incentives for Landlords**

EXHIBIT B

Security Requirements, and, if applicable, the Department's Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.

1.14.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of the Department's DHHS Information Security Requirements Exhibit.

1.14.2. Completion of Transition Services

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

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

1.14.3. Disagreement over Transition Services Results

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

2. Exhibits Incorporated

2.1. The Contractor must manage all confidential data related to this Agreement in accordance with the terms of Exhibit D, DHHS Information Security Requirements.

**New Hampshire Department of Health and Human Services
Incentives for Landlords**

EXHIBIT B

2.2. The Contractor must use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit E, Business Associate Agreement, which has been executed by the parties.

3. Additional Terms

3.1. Impacts Resulting from Court Orders or Legislative Changes

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

3.2. Credits and Copyright Ownership

3.2.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement must include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

3.2.2. All materials produced or purchased under the Agreement must have prior approval from the Department before printing, production, distribution or use.

3.2.3. The Department must retain copyright ownership for any and all original materials produced, including, but not limited to:

- 3.2.3.1. Brochures.
- 3.2.3.2. Resource directories.
- 3.2.3.3. Protocols or guidelines.
- 3.2.3.4. Posters.
- 3.2.3.5. Reports.

3.2.4. The Contractor must not reproduce any materials produced under the Agreement without prior written approval from the Department.

4. Records

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

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**New Hampshire Department of Health and Human Services
Incentives for Landlords**

EXHIBIT B

- 4.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 4.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department; and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 4.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives must have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts.
- 4.3. If, upon review of the Final Expenditure Report the Department must disallow any expenses claimed by the Contractor as costs hereunder, the Department retains the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services
Incentives for Landlords

EXHIBIT C

Payment Terms

1. This Agreement is funded by:
 - 1.1. 100% General funds.
2. For the purposes of this Agreement the Department has identified:
 - 2.1. The Contractor, as a Subrecipient, in accordance with 2 CFR 200.331.
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 items, as specified in Exhibits C-1, Budget through C-2, Budget.
4. The Contractor shall submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor shall ensure each invoice:
 - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
 - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
 - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
 - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
 - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
 - 4.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to dhhs.dbhinvoicesmhs@dhhs.nh.gov or mailed to:

Financial Manager
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
5. The Department shall make payments to the Contractor within thirty (30) days of receipt of each invoice and supporting documentation for authorized expenses, subsequent to approval of the submitted invoice.
6. The final invoice and supporting documentation for authorized expenses shall be due to the Department no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.

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Incentives for Landlords**

EXHIBIT C

7. Notwithstanding Paragraph 17 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
8. Audits
 - 8.1. The Contractor must email an annual audit to dhhs.act@dhhs.nh.gov if any of the following conditions exist:
 - 8.1.1. Condition A - The Contractor expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
 - 8.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
 - 8.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
 - 8.2. If Condition A exists, the Contractor shall submit an annual Single Audit performed by an independent Certified Public Accountant (CPA) to dhhs.act@dhhs.nh.gov within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
 - 8.2.1. The Contractor shall submit a copy of any Single Audit findings and any associated corrective action plans. The Contractor shall submit quarterly progress reports on the status of implementation of the corrective action plan.
 - 8.3. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.
 - 8.4. In addition to, and not in any way in limitation of obligations of the Agreement, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Agreement to which exception has been taken, or which have been disallowed because of such an exception.

Exhibit C-1 Budget

| New Hampshire Department of Health and Human Services | |
|---|--------------------------------|
| Contractor Name: | Granite United Way |
| Budget Request for: | Incentives for Landlords |
| Budget Period: | 7/1/2023-6/30/2024 |
| Indirect Cost Rate (if applicable): | 0.1 |
| Line Item: | Program Cost,- Funded by DHHS: |
| 1. Salary & Wages | \$67,500 |
| 2. Fringe Benefits | \$18,900 |
| 3. Consultants | \$0 |
| 4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200. | \$0 |
| 5.(a) Supplies - Educational | \$0 |
| 5.(b) Supplies - Lab | \$0 |
| 5.(c) Supplies - Pharmacy | \$0 |
| 5.(d) Supplies - Medical | \$0 |
| 5.(e) Supplies Office | \$1,660 |
| 6. Travel | \$2,000 |
| 7. Software | \$31,250 |
| 8. (a) Other - Marketing/ Communications | \$2,000 |
| 8. (b) Other - Education and Training | \$3,000 |
| 8. (c) Other - Telephone | \$420 |
| Other - Landlord Incentives | \$585,890 |
| Other - Misc. | \$100 |
| Other (please specify) | \$0 |
| Other (please specify) | \$0 |
| 9. Subrecipient Contracts | \$0 |
| Total Direct Costs | \$712,720 |
| Total Indirect Costs | \$71,272 |
| TOTAL | \$783,992 |

Contractor Initial: DS
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Date: 1/12/2024

Exhibit C-2 Budget

| New Hampshire Department of Health and Human Services | |
|---|-------------------------------|
| Contractor Name: | Granite United Way |
| Budget Request for: | Incentives for Landlords |
| Budget Period: | 7/1/2024-6/30/2025 |
| Indirect Cost Rate (if applicable): | 0:1 |
| Line Item | Program Cost - Funded by DHHS |
| 1. Salary & Wages | \$142,000 |
| 2. Fringe Benefits | \$39,760 |
| 3. Consultants | \$0 |
| 4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200. | \$0 |
| 5(a) Supplies - Educational | \$0 |
| 5(b) Supplies - Lab | \$0 |
| 5(c) Supplies - Pharmacy | \$0 |
| 5(d) Supplies - Medical | \$0 |
| 5(e) Supplies Office | \$3,660 |
| 6. Travel | \$6,000 |
| 7. Software | \$31,250 |
| 8. (a) Other - Marketing/Communications | \$5,000 |
| 8. (b) Other - Education and Training | \$5,000 |
| 8. (c) Other - Telephone | \$840 |
| Other - Landlord Incentives | \$156,975 |
| Other - Misc. | \$100 |
| Other (please specify) | \$0 |
| Other (please specify) | \$0 |
| 9. Subrecipient Contracts | \$0 |
| Total Direct Costs | \$390,585 |
| Total Indirect Costs | \$39,058 |
| TOTAL | \$429,643 |

Contractor Initial: os
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 Date: 1/12/2024

New Hampshire Department of Health and Human Services

Exhibit D

DHHS Information Security Requirements

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data, and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss

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New Hampshire Department of Health and Human Services

Exhibit D

DHHS Information Security Requirements

or misplacement of hardcopy documents, and misrouting of physical or electronic mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology, or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.

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New Hampshire Department of Health and Human Services

Exhibit D

DHHS Information Security Requirements

2. The Contractor must not disclose any Confidential Information in response to a request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.
3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.

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New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements

8. **Open Wireless Networks.** End User may not transmit Confidential Data via an open wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.
9. **Remote User Communication.** If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. **SSH File Transfer Protocol (SFTP),** also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. **Wireless Devices.** If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, antihacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a whole, must have aggressive intrusion-detection and firewall protection.

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6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster-recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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DHHS Information Security Requirements

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent

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DHHS Information Security Requirements

future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
 - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
 - b. safeguard this information at all times.
 - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

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New Hampshire Department of Health and Human Services

Exhibit D

DHHS Information Security Requirements

- d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;

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DHHS Information Security Requirements

4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and
5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov B.

DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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Exhibit E

BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement (Form P-37) ("Agreement"), and any of its agents who receive use or have access to protected health information (PHI), as defined herein, shall be referred to as the "Business Associate." The State of New Hampshire, Department of Health and Human Services, "Department" shall be referred to as the "Covered Entity," The Contractor and the Department are collectively referred to as "the parties."

The parties agree, to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191; the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162, and 164 (HIPAA), provisions of the HITECH Act, Title XIII, Subtitle D, Parts 1&2 of the American Recovery and Reinvestment Act of 2009, 42 USC 17934, et sec., applicable to business associates, and as applicable, to be bound by the provisions of the Confidentiality of Substance Use Disorder Patient Records, 42 USC s. 290 dd-2, 42 CFR Part 2, (Part 2), as any of these laws and regulations may be amended from time to time.

(1) **Definitions**

- a. The following terms shall have the same meaning as defined in HIPAA, the HITECH Act, and Part 2, as they may be amended from time to time:
"Breach," "Designated Record Set," "Data Aggregation," "Designated Record Set," "Health Care Operations," "HITECH Act," "Individual," "Privacy Rule," "Required by law," "Security Rule," and "Secretary."
- b. Business Associate Agreement, (BAA) means the Business Associate Agreement that includes privacy and confidentiality requirements of the Business Associate working with PHI and as applicable, Part 2 record(s) on behalf of the Covered Entity under the Agreement.
- c. "Constructively Identifiable," means there is a reasonable basis to believe that the information could be used, alone or in combination with other reasonably available information, by an anticipated recipient to identify an individual who is a subject of the information.
- d. "Protected Health Information" ("PHI") as used in the Agreement and the BAA, means protected health information defined in HIPAA 45 CFR 160.103, limited to the information created, received, or used by Business Associate from or on behalf of Covered Entity, and includes any Part 2 records, if applicable, as defined below.
- e. "Part 2 record" means any patient "Record," relating to a "Patient," and "Patient Identifying Information," as defined in 42 CFR Part 2.11.
- f. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

(2) **Business Associate Use and Disclosure of Protected Health Information**

- a. Business Associate shall not use, disclose, maintain, store, or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under the Agreement. Further, Business Associate, including but not

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Business Associate Agreement

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limited to all its directors, officers, employees, and agents, shall protect any PHI as required by HIPAA and 42 CFR Part 2; and not use, disclose, maintain, store, or transmit PHI in any manner that would constitute a violation of HIPAA or 42 CFR Part 2.

- b. Business Associate may use or disclose PHI, as applicable:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, according to the terms set forth in paragraph c. and d. below;
 - III. According to the HIPAA minimum necessary standard;
 - IV. For data aggregation purposes for the health care operations of the Covered Entity; and
 - V. Data that is de-identified or aggregated and remains constructively identifiable may not be used for any purpose outside the performance of the Agreement.
- c. To the extent Business Associate is permitted under the BAA or the Agreement to disclose PHI to any third party or subcontractor prior to making any disclosure, the Business Associate must obtain a business associate agreement or other agreement with the third party or subcontractor, that complies with HIPAA and ensures that all requirements and restrictions placed on the Business Associate as part of this BAA with the Covered Entity, are included in those business associate agreements with the third party or subcontractor.
- d. The Business Associate shall not disclose any PHI in response to a request or demand for disclosure, such as by a subpoena or court order, on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity can determine how to best protect the PHI. If Covered Entity objects to the disclosure, the Business Associate agrees to refrain from disclosing the PHI and shall cooperate with the Covered Entity in any effort the Covered Entity undertakes to contest the request for disclosure, subpoena, or other legal process. If applicable relating to Part 2 records, the Business Associate shall resist any efforts to access part 2 records in any judicial proceeding.

(3) Obligations and Activities of Business Associate

- a. Business Associate shall implement appropriate safeguards to prevent unauthorized use or disclosure of all PHI in accordance with HIPAA Privacy Rule and Security Rule with regard to electronic PHI, and Part 2, as applicable.
- b. The Business Associate shall immediately notify the Covered Entity's Privacy Officer at the following email address, DHHSPrivacyOfficer@dhhs.nh.gov after the Business Associate has determined that any use or disclosure not provided for by its contract, including any known or suspected privacy or security incident or breach has occurred potentially exposing or compromising the PHI. This includes inadvertent or accidental uses or disclosures or breaches of unsecured protected health information.
- c. In the event of a breach, the Business Associate shall comply with the terms of this Business Associate Agreement, all applicable state and federal laws and regulations and any additional requirements of the Agreement.
- d. The Business Associate shall perform a risk assessment, based on the information available at the time it becomes aware of any known or suspected privacy or

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Business Associate Agreement
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security breach as described above and communicate the risk assessment to the Covered Entity. The risk assessment shall include, but not be limited to:

- I. The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - II. The unauthorized person who accessed, used, disclosed, or received the protected health information;
 - III. Whether the protected health information was actually acquired or viewed; and
 - IV. How the risk of loss of confidentiality to the protected health information has been mitigated.
- e. The Business Associate shall complete a risk assessment report at the conclusion of its incident or breach investigation and provide the findings in a written report to the Covered Entity as soon as practicable after the conclusion of the Business Associate's investigation.
 - f. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the US Secretary of Health and Human Services for purposes of determining the Business Associate's and the Covered Entity's compliance with HIPAA and the Privacy and Security Rule, and Part 2, if applicable.
 - g. Business Associate shall require all of its business associates that receive, use or have access to PHI under the BAA to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein.
 - h. Within ten (10) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the BAA and the Agreement.
 - i. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
 - j. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
 - k. Business Associate shall document any disclosures of PHI and information related to any disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
 - l. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in

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accordance with 45 CFR Section 164.528.

m. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within five (5) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.

n. Within thirty (30) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-ups of such PHI in any form or platform.

VI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, or if retention is governed by state or federal law, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible for as long as the Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

a. Covered Entity shall post a current version of the Notice of the Privacy Practices on the Covered Entity's website:

<https://www.dhhs.nh.gov/oos/hipaa/publications.htm> in accordance with 45 CFR Section 164.520.

b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this BAA, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.

c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination of Agreement for Cause

a. In addition to the General Provisions (P-37) of the Agreement, the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a material breach by Business Associate of the Business Associate Agreement. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity.

(6) Miscellaneous

a. Definitions, Laws, and Regulatory References. All laws and regulations used,

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herein, shall refer to those laws and regulations as amended from time to time. A reference in the Agreement, as amended to include this Business Associate Agreement, to a Section in HIPAA or 42 Part 2, means the Section as in effect or as amended:

- b. **Change in law** - Covered Entity and Business Associate agree to take such action as is necessary from time to time for the Covered Entity and/or Business Associate to comply with the changes in the requirements of HIPAA, 42 CFR Part 2 other applicable federal and state law.
- c. **Data Ownership** - The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. **Interpretation** - The parties agree that any ambiguity in the BAA and the Agreement shall be resolved to permit Covered Entity and the Business Associate to comply with HIPAA and 42 CFR Part 2.
- e. **Segregation** - If any term or condition of this BAA or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this BAA are declared severable.
- f. **Survival** - Provisions in this BAA regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the BAA in section (3) g. and (3) h.i., and the defense and indemnification provisions of the General Provisions (P-37) of the Agreement, shall survive the termination of the BAA.

IN WITNESS WHEREOF, the parties hereto have duly executed this Business Associate Agreement.

Department of Health and Human Services

Granite United way

The State

Name of the Contractor

DocuSigned by:

Katja S. Fox

DocuSigned by:

Patrick Tufts

Signature of Authorized Representative

Signature of Authorized Representative

Katja S. Fox

Patrick Tufts

Name of Authorized Representative

Name of Authorized Representative

Director

President

Title of Authorized Representative

Title of Authorized Representative

1/12/2024

1/12/2024

Date

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