

COMMISSIONER  
Jared S. Chicoine

DEPUTY COMMISSIONER  
Christopher J. Ellms, Jr.



DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
Concord, N.H. 03301-2429

5D

TDD Access: Relay NH  
1-800-735-2964

Tel. (603) 271-3670

FAX No. 271-1526

Website:  
[www.energy.nh.gov](http://www.energy.nh.gov)

June 4, 2025

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

### REQUESTED ACTION

Authorize the New Hampshire Department of Energy (Department) to amend an existing **SOLE SOURCE** contract amendment with Southern New Hampshire Services, Inc. dba Community Action Partnership Hillsborough and Rockingham Counties (CAPHR), Vendor #177198, Manchester, NH, by adjusting funds within budget categories to optimize the federal allowances for Average Cost Per Dwelling Unit (ACPU) by shifting select personnel costs from the Program budget category and using those funds to increase available Health & Safety funds and to fund newly created budget categories for Energy Audits and Final Inspections, with no change to the completion date, effective upon Governor and Executive Council approval through June 30, 2027. The original contract was approved for \$5,895,823 by the Governor and Executive Council on December 21, 2022, Item #54, and amended to \$5,129,903 on September 25, 2024, Item #5H. There is no overall increase to the funding level for this amendment. **100% Federal Funds.**

### EXPLANATION

This contract is **SOLE SOURCE** because of the US Department of Energy's (US DOE) grant guidance (10 CFR 440.15) giving Community Action Agencies preferred status for the Weatherization Assistance Program due to their non-profit status, their role providing a range of services to clients eligible for WAP, and their historical performance delivering the weatherization program.

The Department is responsible for administering New Hampshire's statewide Weatherization Assistance Program (WAP). The objective of the program is to reduce energy consumption and the impact of energy costs in low-income households. Priority is given to the elderly, disabled, households with children, and households with high-energy usage. The funding in this contract will augment WAP work.

This amendment will reduce the Infrastructure Investment and Jobs Act Weatherization Assistance Program (IIJA WAP, formerly Bipartisan Infrastructure Law Weatherization Assistance Program - BIL WAP) Program Category budget amount by \$696,680 from \$ 3,654,085 to \$2,957,405 and will use those funds to: 1) increase the Health & Safety budget category by \$62,951, 2) create an optional

budget category for Energy Audits funded with \$422,486, and 3) create an optional budget category for Final inspection with \$211,243.

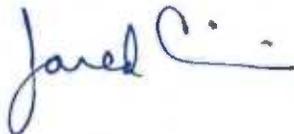
These amendments to the federal IJJA WAP contracts will permit the Department to optimize the federal allowances for Average Cost Per Dwelling Unit (ACPU) by shifting select personnel costs from the Program budget category and using those funds to increase available Health & Safety funds and to fund newly created budget categories for Energy Audits and Final Inspections. This will enhance the ACPU calculation, resulting in an increase of energy conservation measures available to each dwelling served. These outcomes will streamline CAPHR's efforts to meet the goals of the IJJA WAP effectively and efficiently in the program years that began on July 1, 2022, and expires June 30, 2027.

Contract Categories to be changed as follows:

Contract Category	Current Amount	Increase (Decrease)	Revised Amount
Admin	\$458,063	\$0	\$458,063
Program	\$3,654,085	(\$696,680)	\$2,957,405
Health & Safety	\$570,778	\$62,951	\$633,729
Energy Audits	\$0	\$422,486	\$422,486
Final Inspection	\$0	\$211,243	\$211,243
Training & Technical Assistance	\$446,977	\$0	\$446,977
<b>Total</b>	<b>\$5,129,903</b>	<b>\$0</b>	<b>\$5,129,903</b>

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,



Jared S. Chicoine  
Commissioner

NEW HAMPSHIRE DEPARTMENT OF ENERGY

SUBJECT: INFRASTRUCTURE INVESTMENT AND JOBS ACT WEATHERIZATION ASSISTANCE PROGRAM (WAP IJA) (formerly Bipartisan Infrastructure Law Weatherization Assistance Program -WAP BIL) CONTRACT

AMENDMENT # 2

This Amendment is between the State of New Hampshire, acting by and through the New Hampshire Department of Energy (Department), 21 South Fruit Street, Concord, Merrimack County, NH 03301 (hereinafter referred to as the "State") and Southern New Hampshire Services Inc., dba Community Action Partnership Hillsborough and Rockingham Counties, 40 Pine Street, PO Box 5040, Manchester, Hillsborough County, NH, 03108 (hereinafter the "Contractor").

Pursuant to an Agreement (hereinafter referred to as the Contract), approved by the Governor and Executive Council on December 21, 2022, Item #52, and amended on September 25, 2024, Item #5H, the Contractor has agreed to provide certain services, per the terms and conditions specified in the Contract and in consideration of payment by the State of certain sums as specified therein.

WHEREAS, pursuant to the provisions of Section 17 of the Contract, the Contract may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council; and

WHEREAS, the State and the Contractor have agreed to amend the Contract in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Contract, and set forth herein, the Parties hereto do hereby agree as follows:

1. **Amendment and Modification of Contract.** To streamline CAPHR's efforts to meet the goals of the IJA WAP effectively and efficiently in the program years that began on July 1, 2022, and expires June 30, 2027, the Contract is amended and modified as follows:

- A) Exhibit C, Payment Terms, Contractor WAP IJA Grant Allocation:  
Amend paragraph #1, to reflect changes in grant budget categories available to Contractor and to true up Health & Safety allowances:
1. Amend by deleting the current sum of \$ \$3,654,085 and inserting in place thereof the sum of \$2,957,405;
  2. Amend by deleting the current sum of \$570,778 and inserting the sum of 633,729;
  3. Amend by creating a budget category for Energy Audits and inserting the sum of \$422,486;

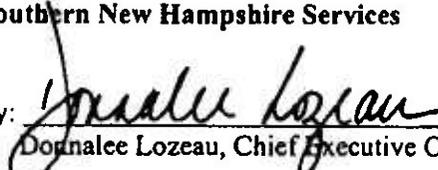
4. Amend by creating a budget category for Final Inspection and inserting the sum of \$211,243.

2. **Effective Date of Amendment:** This Amendment shall take effect upon Governor and Executive Council approval.

3. **Continuance of Contract.** Except as specifically amended and modified by the Terms and Conditions of this Amendment, obligations of the parties hereunder shall remain in full force and effect in accordance with the terms and conditions set forth in the Contract as it existed immediately prior to this Amendment.

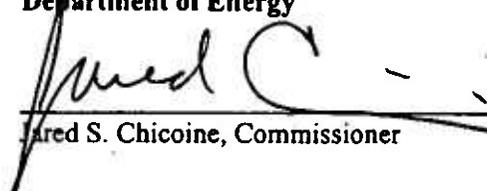
IN WITNESS WHEREOF, the Parties hereto have set their hands the dates written below.

**Southern New Hampshire Services**

By:   
Donnalee Lozeau, Chief Executive Officer

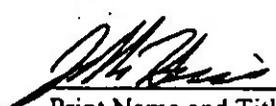
Date: April 25, 2025

**STATE OF NEW HAMPSHIRE  
Department of Energy**

  
Jared S. Chicoine, Commissioner

Date: 4/29/25

**Approval by the Attorney General's Office (Form, Substance and Execution)**

  
Print Name and Title

Date: 5/2/2025

**Approval by the Governor and Executive Council**

G&C Meeting Date: \_\_\_\_\_

G&C Item #: \_\_\_\_\_

# 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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65506

Certificate Number: 0007151493



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 7th day of April A.D. 2025.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

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

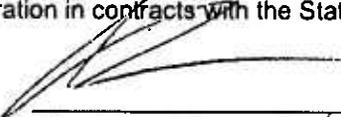
1. I am a duly elected Clerk/Secretary/Officer of Southern New Hampshire Services, Inc. dba Community Action Partnership Hillsborough and Rockingham Counties.  
(Corporation/LLC Name)

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

**VOTED:** That Donnalee Lozeau, CEO, Ryan Clouthier, COO, James Chaisson, CFO, and Cara Aliberti, Financial Analyst (may list more than one person) is duly authorized on behalf of Southern New Hampshire Services, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 4/7/25

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Orville Kerr  
Title: Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/25/2025

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

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

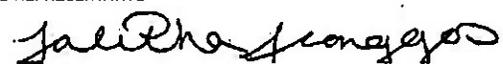
<b>PRODUCER</b> Cross Insurance-Manchester 1100 Elm Street  Manchester NH 03101		<b>CONTACT NAME:</b> Dianne Soto <b>PHONE (A/C, No, Ext):</b> (603) 669-3218 <b>FAX (A/C, No):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> manch.certs@crossagency.com	
<b>INSURED</b> Southern New Hampshire Services, Inc. PO Box 5040  Manchester NH 03108-5040		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Ins Co NAIC # 18058 <b>INSURER B:</b> Midwest Employers Casualty Corp 23612 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES CERTIFICATE NUMBER: 25-26 All Lines w/Prof REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2670953-004	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2670952-004	04/01/2025	04/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB905859-004	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	R02587HCHS2025-01 (3a.) NH	01/01/2025	01/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			PHPK2670953-004	04/01/2025	04/01/2026	Each Prof Incident \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Refer to policy for exclusionary endorsements and special provisions.

<b>CERTIFICATE HOLDER</b>  NH Department of Energy 21 South Fruit Street  Concord NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

**SOUTHERN NEW HAMPSHIRE SERVICES, INC.**  
**AND AFFILIATE**

**COMBINED FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023  
AND  
INDEPENDENT AUDITORS' REPORT AND  
REPORTS ON COMPLIANCE AND INTERNAL CONTROL**

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**TABLE OF CONTENTS**

	<b><u>Page(s)</u></b>
Independent Auditors' Report	1 - 3
Financial Statements:	
Combined Statements of Financial Position	4
Combined Statements of Activities	5
Combined Statements of Functional Expenses	6 - 9
Combined Statements of Cash Flows	10
Notes to Combined Financial Statements	11 - 23
Combining Information:	
Schedule A - Combining Schedule of Financial Position	24
Schedule B - Combining Schedule of Activities	25
Supplementary Information Required by New Hampshire Housing:	
Whispering Pines II	26 - 32
J.B. Milette Manor	33 - 38
Sherburne Woods	39 - 45
Schedule of Expenditures of Federal Awards	46 - 48
Notes to Schedule of Expenditures of Federal Awards	49
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	50 - 51
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	52 - 54
Schedule of Findings and Questioned Costs	55
Summary Schedule of Prior Audit Findings	56

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Southern New Hampshire Services, Inc. and Affiliate

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the accompanying financial statements of Southern New Hampshire Services, Inc. and Affiliate (a nonprofit organization), which comprise the combined statements of financial position as of July 31, 2024 and 2023, and the related combined statements of activities and changes in net assets, functional expenses and cash flows for the years then and the related notes to the financial statements.

In our opinion, the combined financial statements present fairly, in all material respects, the financial position of Southern New Hampshire Services, Inc. and Affiliate as of July 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Southern New Hampshire Services, Inc. and Affiliate and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

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

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

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the combined financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, 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 combined financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the combined 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 combined 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 Southern New Hampshire Services, Inc. and Affiliate's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Southern New Hampshire Services, Inc. and Affiliate's ability to continue as a going concern for a reasonable period of time.

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

## **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the combined financial statements. Additionally, the combining schedules of financial position and combining schedules of activities are presented for additional analysis and are not a required part of the combined financial statements. Additionally, the supplementary information as required by New Hampshire Housing is presented for additional analysis and is not a required part of the combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined 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.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2025, on our consideration of Southern New Hampshire Services, Inc. and Affiliate's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Southern New Hampshire Services, Inc. and Affiliate's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southern New Hampshire Services, Inc. and Affiliate's internal control over financial reporting and compliance.

Dover, New Hampshire  
March 31, 2025

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED STATEMENTS OF FINANCIAL POSITION  
JULY 31, 2024 AND 2023**

**ASSETS**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>CURRENT ASSETS</b>		
Cash	\$ 9,539,517	\$ 10,382,755
Investments	9,456,835	10,089,918
Grants receivable	4,269,703	4,657,945
Accounts receivable	836,027	1,075,088
Prepaid expenses	189,485	311,983
Total current assets	<u>24,291,567</u>	<u>26,517,689</u>
<b>PROPERTY</b>		
Land	4,166,475	4,060,574
Buildings and improvements	18,071,076	14,624,467
Vehicles and equipment	1,644,351	1,748,567
Total property	<u>23,881,902</u>	<u>20,433,608</u>
Less: accumulated depreciation	<u>6,907,196</u>	<u>6,392,579</u>
Property, net	<u>16,974,706</u>	<u>14,041,029</u>
<b>OTHER ASSETS</b>		
Restricted cash	<u>530,820</u>	<u>500,770</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 41,797,093</u></b>	<b><u>\$ 41,059,488</u></b>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Current portion of long term debt	\$ 91,766	\$ 87,597
Accounts payable	1,291,035	2,053,707
Accrued payroll and related expenses	2,310,624	1,952,587
Accrued compensated absences	405,259	421,706
Other liabilities	299,675	235,052
Refundable advances	1,056,760	2,209,618
Tenant security deposits	80,712	82,007
Total current liabilities	<u>5,535,831</u>	<u>7,042,274</u>
<b>LONG TERM LIABILITIES</b>		
Long term debt, less current portion shown above	<u>1,309,061</u>	<u>1,389,230</u>
Total liabilities	<u>6,844,892</u>	<u>8,431,504</u>
<b>NET ASSETS</b>		
Without donor restrictions	<u>34,952,201</u>	<u>32,627,984</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 41,797,093</u></b>	<b><u>\$ 41,059,488</u></b>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>REVENUES, GAINS AND OTHER SUPPORT</b>		
Grant revenue	\$ 40,037,178	\$ 110,665,844
Program service fees	754,401	804,331
Local funding	277,042	192,419
Rental income	930,124	1,134,229
Gifts and other contributions	297,407	286,973
Interest and dividend income	293,616	463,090
Realized loss on investments	(109,036)	-
Unrealized Gain (loss) on investments	895,857	(60,130)
Miscellaneous	262,632	160,034
In-kind contributions	3,634,310	1,406,827
Forgiveness of debt	-	440,000
Gain (loss) on disposal of property	(42,374)	495,109
	<u>47,231,157</u>	<u>115,988,726</u>
Total revenues, gains and other support		
<b>EXPENSES</b>		
<b>Program services</b>		
Child development	13,361,608	10,344,050
Community services	1,719,902	1,380,399
Economic and workforce development	4,159,088	5,576,367
Energy	15,983,329	21,055,560
Language and literacy	202,317	217,448
Housing and homeless	1,089,085	65,332,498
Nutrition and health	2,078,468	2,206,763
Special projects	2,008,413	2,031,500
Volunteer services	130,692	119,653
SNHS Management Corporation	2,135,197	2,726,036
	<u>42,868,099</u>	<u>110,990,274</u>
Total program services		
<b>Supporting activities</b>		
Management and general expense	<u>2,038,841</u>	<u>2,078,577</u>
	<u>44,906,940</u>	<u>113,068,851</u>
Total expenses		
<b>CHANGE IN NET ASSETS</b>	2,324,217	2,919,875
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>32,627,984</u>	<u>29,708,109</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 34,952,201</u>	<u>\$ 32,627,984</u>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JULY 31, 2024**

EXPENSES	Program Services						
	Child Development	Community Services	Economic and Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
Payroll	\$ 5,882,528	\$ 883,139	\$ 1,359,974	\$ 2,225,179	\$ 153,860	\$ 305,367	\$ 828,918
Payroll taxes	427,885	50,321	102,144	168,885	9,928	23,053	62,652
Fringe benefits	1,289,938	97,327	249,982	545,182	7,603	61,141	167,626
Workers compensation insurance	58,257	3,503	1,496	8,364	2,135	356	12,308
Unemployment	28,411	3,318	6,800	11,163	769	1,517	4,148
Retirement benefits	377,365	63,800	104,471	126,947	1,281	17,244	45,474
Consultant and contractual	61,596	408,393	215,830	1,384,552	597	49,282	10,820
Travel and transportation	90,475	10,773	28,630	65,243	213	1,275	47,720
Conferences and meetings	-	23,627	1,931	8,323	-	-	1,415
Occupancy	889,746	150,334	479,230	144,818	7,350	12,782	68,364
Advertising	65,249	10,262	7,153	1,386	-	-	-
Supplies	249,114	18,692	5,061	103,346	11,668	6,435	307,630
Equipment rentals and maintenance	28,833	9,837	1,399	59,413	828	204	1,099
Insurance	28,953	72,643	3,303	36,203	-	5,928	5,580
Telephone	71,022	20,988	31,413	40,115	3,896	17,200	85,266
Postage	898	-	141	38,986	-	16	2,321
Printing and publications	2,600	6,877	-	-	-	-	-
Subscriptions	-	-	-	-	-	-	-
Program support	-	178,285	-	45,429	-	5,404	-
Interest	6,285	-	-	-	-	-	-
Depreciation	255,012	122,305	26,241	6,143	1,968	7,947	4,238
Assistance to clients	250,501	16,809	1,488,432	10,952,537	-	586,715	427,197
Other expense	194,395	10,855	54,383	80,360	168	569	4,181
Miscellaneous	11,777	1,433	3,604	2,556	53	304	5,209
In-kind expenses	3,634,310	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>13,483,130</b>	<b>1,943,519</b>	<b>4,171,618</b>	<b>16,055,130</b>	<b>202,317</b>	<b>1,102,739</b>	<b>2,092,160</b>
Eliminations	(121,522)	(223,617)	(12,530)	(71,801)	-	(13,654)	(13,692)
<b>TOTAL EXPENSES</b>	<b>\$ 13,361,608</b>	<b>\$ 1,719,902</b>	<b>\$ 4,159,088</b>	<b>\$ 15,983,329</b>	<b>\$ 202,317</b>	<b>\$ 1,089,085</b>	<b>\$ 2,078,468</b>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**  
**COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)**  
**FOR THE YEAR ENDED JULY 31, 2024**

EXPENSES	Program Services			Total Program Services	Support Services	2024 Total
	Special Projects	Volunteer Services	SNHS Management Corporation		Management and General	
Payroll	\$ 87,778	\$ 79,798	\$ 539,999	\$ 11,928,538	\$ 1,335,532	\$ 13,262,070
Payroll taxes	6,714	5,476	42,730	899,788	98,953	996,741
Fringe benefits	1,871	22,982	85,311	2,508,963	157,340	2,666,303
Workers compensation insurance	298	88	4,248	89,051	2,602	91,653
Unemployment	439	398	2,403	58,383	6,700	66,063
Retirement benefits	7,483	5,696	45,140	794,881	129,116	923,997
Consultant and contractual	1,808,222	343	90,132	4,029,767	172,124	4,201,891
Travel and transportation	6,147	7,756	43,609	301,841	5,190	307,031
Conferences and meetings	7,412	-	28,078	70,796	849	71,635
Occupancy	12,000	-	598,010	2,160,634	57,121	2,217,755
Advertising	-	-	1,845	85,895	-	85,895
Supplies	518	1,824	46,798	751,084	33,209	784,293
Equipment rentals and maintenance	2,239	-	19,527	123,379	8,148	131,527
Insurance	2,664	1,762	55,324	212,360	4,288	216,648
Telephone	3,360	3,027	28,759	305,056	15,246	320,302
Postage	-	465	826	43,653	11,675	55,328
Printing and publications	-	-	-	9,477	-	9,477
Subscriptions	-	600	875	1,475	89	1,564
Program support	148,174	-	99,388	478,680	-	478,680
Interest	-	-	42,841	49,106	-	49,106
Depreciation	58,352	-	388,618	872,824	3,579	878,403
Assistance to clients	1,255	-	3,546	13,726,992	-	13,726,992
Other expense	249	-	8,950	352,110	1,405	353,515
Miscellaneous	432	476	60,709	86,553	829	87,382
In-kind expenses	-	-	-	3,634,310	-	3,634,310
<b>SUBTOTAL</b>	<b>2,156,587</b>	<b>130,692</b>	<b>2,234,674</b>	<b>43,572,566</b>	<b>2,041,995</b>	<b>45,614,561</b>
Eliminations	(148,174)	-	(99,477)	(704,467)	(3,154)	(707,621)
<b>TOTAL EXPENSES</b>	<b>\$ 2,008,413</b>	<b>\$ 130,692</b>	<b>\$ 2,135,197</b>	<b>\$ 42,868,099</b>	<b>\$ 2,038,841</b>	<b>\$ 44,906,940</b>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JULY 31, 2023**

EXPENSES	Program Services						
	Child Development	Community Services	Economic and Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
Payroll	\$ 4,687,629	\$ 531,880	\$ 2,009,063	\$ 1,938,088	\$ 203,503	\$ 1,431,041	\$ 857,455
Payroll taxes	349,470	40,180	151,567	146,475	14,563	108,336	64,713
Fringe benefits	1,443,535	88,342	440,413	503,989	20,634	295,713	210,743
Workers compensation insurance	82,817	5,964	3,854	10,384	4,371	2,874	21,143
Unemployment	13,237	1,219	5,089	5,485	549	2,892	2,398
Retirement benefits	342,791	48,717	153,650	119,927	5,789	67,638	58,784
Consultant and contractual	50,990	274,726	300,288	1,347,342	878	1,154,158	12,482
Travel and transportation	92,430	16,212	48,501	46,755	188	2,611	32,691
Conferences and meetings	-	14,430	-	9,636	-	-	830
Occupancy	706,484	153,012	508,703	136,509	30,171	190,196	71,981
Advertising	134	5,915	8,628	-	25	-	75
Supplies	303,547	22,767	16,260	130,317	4,592	71,748	283,941
Equipment rentals and maintenance	3,805	911	8,610	31,905	443	589	27,842
Insurance	23,033	45,759	2,720	22,872	-	6,572	4,317
Telephone	86,959	17,736	37,596	36,512	4,581	45,272	70,491
Postage	1,402	-	1,010	36,476	-	16,742	2,468
Printing and publications	3,028	5,272	-	-	-	-	-
Subscriptions	-	-	-	696	-	-	-
Program support	6,018	110,075	-	29,932	-	-	-
Interest	6,411	-	-	-	-	-	-
Depreciation	182,997	20,641	43,484	8,534	1,968	6,827	12,983
Assistance to clients	349,924	11,386	1,737,805	16,521,194	-	61,950,040	521,950
Other expense	316,567	2,113	108,073	26,625	-	2,503	2,379
Miscellaneous	14,710	1,003	1,183	4,215	25	1,879	2,527
In-kind expenses	1,406,627	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>10,474,721</b>	<b>1,418,060</b>	<b>5,586,497</b>	<b>21,113,876</b>	<b>292,240</b>	<b>65,357,221</b>	<b>2,262,193</b>
Eliminations	(130,671)	(37,861)	(10,130)	(58,316)	(74,792)	(24,723)	(55,430)
<b>TOTAL EXPENSES</b>	<b>\$ 10,344,050</b>	<b>\$ 1,380,399</b>	<b>\$ 5,576,367</b>	<b>\$ 21,055,560</b>	<b>\$ 217,448</b>	<b>\$ 65,332,498</b>	<b>\$ 2,206,763</b>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)  
FOR THE YEAR ENDED JULY 31, 2023**

EXPENSES	Program Services				Support Services	2023 Total
	Special Projects	Volunteer Services	SNHS Management Corporation	Total Program Services	Management and General	
Payroll	\$ 84,397	\$ 78,563	\$ 702,669	\$ 12,504,088	\$ 1,329,230	\$ 13,833,316
Payroll taxes	4,773	5,550	51,177	938,804	95,485	1,032,269
Fringe benefits	2,551	25,583	211,953	3,243,456	178,241	3,419,897
Workers compensation insurance	306	145	10,911	142,769	4,432	147,201
Unemployment	135	233	1,392	32,439	2,884	35,323
Retirement benefits	5,715	6,920	53,840	863,771	130,495	994,266
Consultant and contractual	1,882,405	335	137,435	5,161,039	205,722	5,366,781
Travel and transportation	3,699	3,910	49,033	298,010	4,893	300,903
Conferences and meetings	5,972	-	34,047	64,915	1,074	65,989
Occupancy	12,000	-	689,228	2,498,254	59,745	2,557,999
Advertising	-	1,047	1,574	17,398	25	17,423
Supplies	284	3,041	19,853	858,450	23,581	880,031
Equipment rentals and maintenance	22,835	13	18,642	115,595	5,989	121,584
Insurance	2,244	1,762	51,158	160,437	10,498	170,935
Telephone	2,750	3,751	34,762	337,390	17,767	355,157
Postage	-	665	718	59,481	11,475	70,956
Printing and publications	-	-	-	8,298	-	8,298
Subscriptions	-	0	1,189	1,895	129	2,024
Program support	1,143	-	89,936	237,102	-	237,102
Interest	-	-	45,072	51,483	-	51,483
Depreciation	43,940	-	393,865	715,039	4,114	719,153
Assistance to clients	3,500	-	35,401	81,131,200	-	81,131,200
Other expense	11,879	424	12,233	482,796	400	483,196
Miscellaneous	252	3,328	96,859	125,981	66	126,047
In-kind expenses	-	-	-	1,406,827	-	1,406,827
<b>SUBTOTAL</b>	<b>2,070,780</b>	<b>135,270</b>	<b>2,740,057</b>	<b>111,450,915</b>	<b>2,084,225</b>	<b>113,535,140</b>
Eliminations	(39,280)	(15,617)	(14,021)	(486,641)	(5,848)	(486,289)
<b>TOTAL EXPENSES</b>	<b>\$ 2,031,500</b>	<b>\$ 119,653</b>	<b>\$ 2,726,036</b>	<b>\$ 110,990,274</b>	<b>\$ 2,078,577</b>	<b>\$ 113,068,851</b>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 2,324,217	\$ 2,919,875
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	876,403	719,153
Loss (gain) on disposal of property	42,374	(495,109)
Unrealized loss (gain) on investments	(895,857)	60,130
Realized loss on investments	109,036	-
Forgiveness of debt	-	(440,000)
Decrease (increase) in assets:		
Grants receivable	388,242	(198,982)
Accounts receivable	239,061	(125,186)
Prepaid expenses	122,498	(182,773)
Increase (decrease) in liabilities:		
Accounts payable	(722,847)	495,206
Accrued payroll and related expenses	358,037	306,419
Accrued compensated absences	(16,447)	14,581
Other liabilities	(107,650)	12,958
Refundable advances	(1,152,858)	(2,181,022)
Tenant security deposits	(1,295)	(13,750)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>1,562,914</u>	<u>891,500</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property	(3,720,006)	(2,144,901)
Proceeds from disposal of property	-	709,171
Proceeds from sale of investment	1,700,000	-
Purchase of investments, reinvested dividends and capital gains	<u>(280,096)</u>	<u>(453,212)</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(2,300,102)</u>	<u>(1,888,942)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of long term debt	<u>(76,000)</u>	<u>(72,622)</u>
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<u>(76,000)</u>	<u>(72,622)</u>
<b>NET DECREASE IN CASH AND RESTRICTED CASH</b>	(813,188)	(1,070,064)
<b>CASH AND RESTRICTED CASH, BEGINNING OF YEAR</b>	<u>10,883,525</u>	<u>11,953,589</u>
<b>CASH AND RESTRICTED CASH, END OF YEAR</b>	<u>\$ 10,070,337</u>	<u>\$ 10,883,525</u>
<b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	<u>\$ 49,106</u>	<u>\$ 51,483</u>
<b>SUPPLEMENTAL DISCLOSURES OF NONCASH FINANCING ACTIVITIES</b>		
Building Improvements in the current year in accrued expenses	<u>\$ 172,273</u>	<u>\$ -</u>
Building Improvements in the current year in accounts payable	<u>\$ 527,653</u>	<u>\$ 567,478</u>
Building Improvements in the prior year in accounts payable, paid in the current year	<u>\$ (567,478)</u>	<u>\$ -</u>
<b>CASH AND RESTRICTED CASH</b>		
Cash	\$ 9,539,517	\$ 10,382,755
Restricted cash	<u>530,820</u>	<u>500,770</u>
Total cash and restricted cash.	<u>\$ 10,070,337</u>	<u>\$ 10,883,525</u>

See Notes to Combined Financial Statements

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**General**

Southern New Hampshire Services, Inc. and affiliate (the Organization) is a nonprofit umbrella corporation that offers an array of services to the elderly, disabled, and low-income households in New Hampshire's Hillsborough County and Rockingham County. The Organization's programs provide assistance in the areas of education, child development, employment, energy and its conservation, housing, and homelessness prevention. The Organization is committed to providing respectful support services and assisting individuals and families in achieving self-sufficiency by helping them overcome the causes of poverty. The primary source of revenues is derived from governmental contracts. Services are provided through Southern New Hampshire Services, Inc., and SNHS Management Corporation.

**Basis of Accounting**

The Organization prepares its combined financial statements utilizing the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**Basis of Presentation**

The combined financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications. The classes of net assets are determined by the presence or absence of donor-imposed restrictions.

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

**Net assets with donor restrictions** - Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be fulfilled and removed by actions of the Organization pursuant to those stipulations or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

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

## **SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

### **NOTES TO COMBINED FINANCIAL STATEMENTS FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

As of July 31, 2024 and 2023, the Organization had no net assets with donor restrictions.

#### **Combined Financial Statements**

The combined financial statements include the accounts of SNHS Management Corporation because Southern New Hampshire Services, Inc. controls more than 50% of the voting power. All significant intercompany items and transactions have been eliminated from the basic combined financial statements.

Southern New Hampshire Services, Inc and SNHS Management Corporation are governed by separate boards of directors and each Organization files its own form 990 with the IRS. See combining schedules on pages 25 and 26 of these financial statements.

#### **Estimates**

The preparation of combined financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results may differ from these amounts.

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

For the purpose of the combined statements of cash flows, the Organization considers all unrestricted highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization has no cash equivalents as of July 31, 2024 and 2023.

#### **Current Vulnerabilities Due to Certain Concentrations**

The Organization is operated in a heavily regulated environment. The operations of the Organization are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies. Such administrative directives, rules and regulations are subject to change by an act of Congress or Legislature. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

#### **Concentration of Credit Risk**

The Organization maintains its cash balances at several financial institutions located in New Hampshire and Maine. The balances are insured by the Federal Deposit Insurance Organization (FDIC) up to \$250,000 per financial institution. In addition, on October 2, 2008, the Organization entered into an agreement with its principal banking partner to collateralize deposits in excess of the FDIC insurance limitation on some accounts. The balances, at times, may exceed amounts covered by the FDIC and collateralization agreements. It is the opinion of management that there is no significant risk with respect to these deposits at either July 31, 2024 and 2023.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**Accounts and Grants Receivable**

All accounts and grants receivable are stated at the amount management expects to collect from balances outstanding at year-end. The Organization uses historical loss information based on the aging of receivables as the basis to determine expected credit losses from receivables and believes that the composition of receivables at year-end is consistent with historical conditions as credit terms and practices and the client base has not changed significantly. The allowance for uncollectible accounts was estimated to be zero at July 31, 2024 and 2023, respectively.

**Support and Revenue Recognition**

**Contracts with Customers**

Program fees are reported at the amount that reflects the consideration to which the Organization expects to be entitled for providing childcare services to its clients.

Generally, the Organization bills customers and third-party payors several days after the services are performed. Revenue is recognized as performance obligations are satisfied. Performance obligations are determined based on the nature of the services provided by the Organization. The Organization measures the performance obligations of its childcare services to the point when it is no longer required to provide services to the client, which is generally weekly for childcare services. These services are considered to be a single performance obligation.

Revenue for performance obligations satisfied at a point in time is recognized when services are provided, and the Organization does not believe it is required to provide additional services to the client.

Based on the nature of services provided by the Organization and due to the fact that all of the Organization's performance obligations are related to contracts with a duration of less than one year, the Organization has elected to apply the optional exemption provided in FASB ASC 606-10-50-14(a) and, therefore is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

The transaction price for childcare services is based on standard charges for services provided to clients. Under the terms of the State of New Hampshire Department of Health and Human Services childcare subsidy programs, reimbursement for childcare services provided may differ from established rates. It is the Organization's policy to set its rates to be consistent with current reimbursement rates. Therefore, amounts due do not include significant variable consideration subject to retroactive revenue adjustments due to settlement of reviews and audits.

## SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

### NOTES TO COMBINED FINANCIAL STATEMENTS FOR THE YEARS ENDED JULY 31, 2024 AND 2023

#### Private Grant Revenue and Contributions

Private grant contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions, if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the combined statements of activities as net assets released from restrictions.

#### Grants and Support

Grant revenue is derived from various federal grant agreements and various state and private entity passthrough grant agreements and contracts to provide funding support of the Organization's programs and services provided by the Organization including childcare, child development, social, health, nutrition, employment, language, energy, and special needs services to families enrolled in the Organization's programs. The Organization has evaluated its grant agreements against applicable accounting standard guidance and determined that the grant agreements are contributions (nonreciprocal transaction) conditioned upon certain performance requirements and/or incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenses in compliance with specific provisions of the grant agreements.

#### Rental Revenue

The Organization derives revenues from the rental of apartment units. Revenues are recognized as income, monthly, when rents become due and control of the apartment units is transferred to the lessees. The individual leases are for a term of one year and are cancelable by the tenants. Control of the leased units is transferred to the lessee in an amount that reflects the consideration the Organization expects to be entitled to in exchange for the leased units. The cost incurred to obtain a lease will be expensed as incurred.

Refundable advances result from unexpended balances from these conditional contributions and will be subsequently recognized as contribution revenue when donor conditions are met. Federal and state grant revenue comprised approximately 85% and 95% of total revenue in the fiscal years ended July 31, 2024 and 2023, respectively.

## **SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

### **NOTES TO COMBINED FINANCIAL STATEMENTS FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

#### **In-Kind Donations**

The Organization records various types of in-kind support including professional services and materials. Contributed professional services are recognized if the service received creates or enhances long-lived assets or requires specialized skill, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Contributions of tangible assets are recognized at fair value when received. In-kind revenues and expenses for the years ended July 31, 2024 and 2023 are \$3,634,310 and \$1,406,827, respectively (See Note 12).

#### **Investments**

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the combined statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying combined statements of activities.

#### **Property**

Property acquired by the Organization is capitalized at cost if purchased or fair value if donated. It is the Organization's policy to capitalize expenditures for these items in excess of \$5,000. Major additions and renewals are capitalized, while repairs and maintenance are expensed as incurred. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets, which range from three to forty years. Depreciation expense for the years ended July 31, 2024 and 2023 was \$876,403 and \$719,153, respectively.

Property purchased with grant funds are owned by the Organization while used in the program for which they were purchased or in other future authorized programs. However, the various funding sources have a reversionary interest in the fixed assets purchased with grant funds. The disposition of property, as well as the ownership of any proceeds is subject to funding source regulations.

#### **Advertising**

The Organization uses advertising to promote programs among the people it serves. The production costs of advertising are expensed as incurred.

#### **Income Taxes**

Southern New Hampshire Services, Inc. and SNHS Management Corporation are exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and are not private foundations. As such, they are exempt from income tax on their exempt function income.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**Functional Allocation of Expenses**

The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated by management based on effort. Supporting services are those related to operating and managing the Organization and its programs on a day-to-day basis. Supporting services have been subclassified as follows:

*Management and General* – Includes all activities related to the Organization's internal management.

**New Accounting Pronouncement**

During the year ended July 31, 2024, the Organization adopted FASB ASU 2016-13, *Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, as amended, which modifies the measurement of expected credit losses on certain financial instruments. The Organization adopted this new guidance utilizing the modified retrospective transition method. The adoption of this Standard did not have a material impact on the Organization's financial statements.

**NOTE 2. RESTRICTED CASH**

The Organization, as stipulated in many of the loan agreements associated with the housing projects included in SNHS Management Corporation, is required to maintain separate accounts, and make monthly deposits into certain restricted reserves for the replacement of property and other expenditures. In addition, the Organization is required to maintain separate accounts for tenant security deposits and any surplus cash that may result from annual operations. These accounts are also not available for operating purposes and generally need additional approval from oversight agencies before withdrawal and use of these funds can occur.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**NOTE 3. FAIR VALUE MEASUREMENT**

ASC Topic No. 825-10, Financial Instruments, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, FASB ASC 820 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

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

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

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

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at July 31, 2024 and 2023.

*Mutual Funds:* Valued at the net asset value of shares held on the last trading day of the fiscal year, which is the basis for transactions at that date.

The following table sets forth by level, within the fair value hierarchy, the Organization's investments at fair value as of July 31:

	<u>2024</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Total mutual funds at fair value	<u>\$9,456,835</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,456,835</u>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2023</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Total mutual funds at fair value	<u>\$10,089,918</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$10,089,918</u>

**NOTE 4. INVESTMENTS**

The Organization's investments are presented in the financial statements in the aggregate at fair value and consisted of the following as of July 31:

	<u>2024</u>		<u>2023</u>	
	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>
Mutual Funds	<u>\$ 9,456,835</u>	<u>\$ 8,165,348</u>	<u>\$10,089,918</u>	<u>\$ 9,694,288</u>

The Organization had unrealized gains on investments of \$895,857 at July 31, 2024 and unrealized losses of \$60,130, at July 31, 2023.

The activities of the Organization's investment account are summarized as follows:

	<u>2024</u>	<u>2023</u>
Fair value – beginning of year	\$ 10,089,918	\$ 9,696,836
Dividends and capital gains, reinvested	280,096	453,212
Withdrawals	(1,700,000)	-
Realized loss	(109,036)	-
Unrealized gain (loss)	<u>895,857</u>	<u>(60,130)</u>
Fair value – end of year	<u>\$ 9,456,835</u>	<u>\$ 10,089,918</u>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**NOTE 5. LIQUIDITY AND AVAILABILITY**

The Organization's financial assets available for expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date comprise the following as of July 31:

	<u>2024</u>	<u>2023</u>
Cash	\$ 9,539,517	\$10,382,755
Investments	9,456,835	10,089,918
Grants receivable	4,269,703	4,657,945
Accounts receivable	<u>836,027</u>	<u>1,075,088</u>
Total financial assets available within one year	<u>\$24,102,082</u>	<u>\$26,205,706</u>

None of the financial assets are subject to donor or other contractual restrictions. Accordingly, all such funds are available to meet the needs of the Organization in the next 12 months. In addition, the Organization maintains several reserve funds for property taxes, insurance expenses, and repair and replacement or emergency needs which are required by financing authorities. These funds may be withdrawn only with the approval of the financing authority and are not considered by the Organization to have donor restrictions.

The Organization manages its liquidity by developing and adopting annual operating budgets that provide sufficient funds for general expenditures in meeting its liabilities and other obligations as they become due.

**NOTE 6. LONG TERM DEBT**

The long term debt at July 31, 2024 and 2023 consisted of the following:

	<u>2024</u>	<u>2023</u>
<b><u>SNHS, Inc.</u></b>		
Mortgage payable to bank, secured by real estate located on Temple St., Nashua, NH, payable in monthly installments of \$2,182 plus interest through 2030. Interest is at 4.00% at July 31, 2024 and 2023.	\$ 142,695	\$ 162,615

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b><u>SNHS Management Corporation</u></b>		
Mortgage payable to City of Manchester, secured by real estate located in Manchester, NH. A balloon payment of \$11,275 was due on June 30, 2010. Interest is at 0.00%. SNHS, Inc. is currently negotiating with the City of Manchester to obtain forgiveness.	11,275	11,275
Mortgage payable to New Hampshire Housing secured by real estate located on Pleasant St., Epping, NH, payable in monthly installments of \$1,084 including interest through 2042. Interest is at 3.50%.	167,790	174,800
Mortgage payable to MH Parsons and Sons Lumber, secured by real estate located on Crystal Ave., Derry, NH, payable in monthly installments of \$3,715 including interest through 2031. Interest is at 5.50%.	266,628	295,423
Mortgage payable to New Hampshire Housing secured by real estate located in Deerfield, NH, payable in monthly installments of \$3,327 including interest through 2033. Interest is at 7.00%.	269,514	289,789
Mortgage payable to New Hampshire Housing secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.00%.	392,925	392,925
Mortgage payable to New Hampshire Housing secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.00%.	150,000	150,000
	<u>1,400,827</u>	<u>1,476,827</u>
Less: current portion due within one year	<u>91,766</u>	<u>87,597</u>
	<u>\$ 1,309,061</u>	<u>\$ 1,389,230</u>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

The schedule of maturities of long term debt at July 31, 2024 is as follows:

<b><u>Year Ending</u></b> <b><u>July 31</u></b>	<b><u>Amount</u></b>
2025	\$ 91,766
2026	84,899
2027	89,564
2028	94,498
2029	99,719
Thereafter	<u>940,381</u>
Total	<u>\$ 1,400,827</u>

**NOTE 7. OPERATING LEASES**

The Organization leases various facilities under several operating leases. Total lease payments for the years ended July 31, 2024 and 2023 equaled \$526,222 and \$694,135, respectively. The leases expire at various times. Some of the leases contain renewal options that are contingent upon federal funding, and some contain renewal options subject to renegotiation of lease terms.

The schedule of future minimum lease payments at July 31, 2024 for the operating leases is as follows:

<b><u>Year Ending</u></b> <b><u>July 31</u></b>	<b><u>Amount</u></b>
2025	\$ 78,346
2026	22,092
2027	10,410
2028	6,000
2029	<u>6,000</u>
Total	<u>\$ 122,848</u>

Subsequent to year end the Organization entered into a 36 month operating lease for September 2024 through August 2027.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

**NOTE 8. ACCRUED COMPENSATED BALANCES**

At July 31, 2024 and 2023 the Organization accrued a liability for future annual leave time that its employees had earned in the amount of \$405,259 and \$421,706, respectively. Any hours not used by the end of the calendar year are forfeited.

**NOTE 9. RETIREMENT BENEFITS**

The Organization has an Employer-Sponsored 403(b) plan offering coverage to all of its employees. Participating employees must contribute at least 1% of their wages, while the Organization contributes 10% of their wages. The retirement benefit expense for the years ended July 31, 2024 and 2023 was \$923,997 and \$994,266, respectively.

**NOTE 10. FORGIVENESS OF DEBT**

During the year ended July 31, 2023, the Organization realized forgiveness of debt income in connection with three mortgage payables to the City of Nashua. The real estate located in Nashua, New Hampshire remained as low-income housing for a length that satisfied the criteria for debt forgiveness from the City of Nashua. Forgiveness of debt income totaled \$440,000 for the year ended July 31, 2023 on the accompanying combined statement of activities. There was no forgiveness of debt recognized for the year ended July 31, 2024.

**NOTE 11. RISKS AND UNCERTAINTIES**

**Cotton Mill Square**

In 2015, SNHS Management Corporation entered into a contract as part of the Community Development Investment Tax Credit Program with the Community Development Finance Authority (CDFA) and was awarded \$1,000,000 to provide funding for the development and adaptive reuse of an abandoned historic cotton mill in downtown Nashua, New Hampshire. Under this program, the Project (Cotton Mill Square) created 109 units of housing and was required to reserve 55 of these units for low to moderate income households.

As stipulated by the contract and after a 20% program fee retained by the CDFa, SNHS Management Corporation entered into a subrecipient agreement with the owners of the Project (Cotton Mill Square LLC) to provide a promissory note and mortgage of the remaining award amount of \$800,000. The 20 year note to Cotton Mill Square LLC is non-interest bearing and the principal is forgivable at a rate of 5% each year if the Project maintains the required minimum of 55 low to moderate income household units.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO COMBINED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

The Cotton Mill Square Project was awarded the certificate of occupancy on August 22, 2014 and remains in full compliance with the required regulations as of July 31, 2024 and 2023. SNHS Management Corporation feels that it is extremely unlikely that the Project will fall into noncompliance in future periods. Therefore, SNHS Management Corporation has not recorded any contingent receivable or liability related to this transaction. The note repayment is accelerated if the units fall out of compliance.

In October of 2017, the subrecipient agreement with Cotton Mill Square LLC was amended to cease the annual 5% debt forgiveness. This modification effectively holds the promissory note balance at \$720,000 which will now be forgiven in full at the end of the agreement as long as the Project maintains compliance with the original terms of the agreement. This modification did not change the contingent receivable or liability with SNHS Management Corporation.

**NOTE 12 IN-KIND CONTRIBUTIONS/SERVICES**

The Organization records the value of in-kind contributions according to the accounting policies described in **Note 1**.

The fair value of gifts in kind included contributions in the financial statements and the corresponding program expenses for the year ended July 31, 2024 and 2023, is as follows:

	<u>2023</u>	<u>2022</u>
Volunteer hours		
Head Start and Early	<u>\$3,634,310</u>	<u>\$1,406,827</u>
Head Start		

**NOTE 13. RECLASSIFICATIONS**

Certain reclassifications have been made to the prior year's financial statements, which were taken from the July 31, 2024 financial statements, to conform to the current year presentation.

**NOTE 14. SUBSEQUENT EVENTS**

Management has made an evaluation of subsequent events through March 31, 2025, which represents the date on which the combined financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of these combined financial statements.

**SUPPLEMENTAL INFORMATION**

**(See Independent Auditors' Report)**

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE****COMBINING SCHEDULE OF FINANCIAL POSITION  
JULY 31, 2024**

	<u>SNHS, Inc.</u>	<u>SNHS Management Corporation</u>	<u>Sub-Total</u>	<u>Elimination</u>	<u>Total</u>
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash	\$ 334,660	\$ 9,204,857	\$ 9,539,517	\$ -	\$ 9,539,517
Investments	-	9,456,835	9,456,835	-	9,456,835
Grants receivable	4,253,183	16,520	4,269,703	-	4,269,703
Accounts receivable	-	836,027	836,027	-	836,027
Prepaid expenses	36,169	153,316	189,485	-	189,485
Due from related parties	4,717,065	(2,390,917)	2,326,148	(2,326,148)	-
Total current assets	<u>9,341,077</u>	<u>17,276,638</u>	<u>26,617,715</u>	<u>(2,326,148)</u>	<u>24,291,567</u>
<b>PROPERTY</b>					
Land	646,805	3,519,670	4,166,475	-	4,166,475
Buildings and improvements	4,848,399	13,222,677	18,071,076	-	18,071,076
Vehicles and equipment	<u>1,372,850</u>	<u>271,501</u>	<u>1,644,351</u>	-	<u>1,644,351</u>
Total property	6,868,054	17,013,848	23,881,902	-	23,881,902
Less: accumulated depreciation	<u>2,074,301</u>	<u>4,832,895</u>	<u>6,907,196</u>	-	<u>6,907,196</u>
Total property, net	<u>4,793,753</u>	<u>12,180,953</u>	<u>16,974,706</u>	-	<u>16,974,706</u>
<b>OTHER ASSETS</b>					
Restricted cash	<u>26,700</u>	<u>504,120</u>	<u>530,820</u>	-	<u>530,820</u>
<b>TOTAL ASSETS</b>	<b>\$ 14,161,530</b>	<b>\$ 29,961,711</b>	<b>\$ 44,123,241</b>	<b>\$ (2,326,148)</b>	<b>\$ 41,797,093</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Current portion of long term debt	\$ 20,780	\$ 70,986	\$ 91,766	\$ -	\$ 91,766
Accounts payable	746,105	544,930	1,291,035	-	1,291,035
Accrued payroll and related expenses	399,193	1,911,431	2,310,624	-	2,310,624
Accrued compensated absences	-	405,259	405,259	-	405,259
Other liabilities	121,360	178,315	299,675	-	299,675
Refundable advances	535,059	521,701	1,056,760	-	1,056,760
Tenant security deposits	26,700	54,012	80,712	-	80,712
Due to related parties	<u>2,390,917</u>	<u>(64,769)</u>	<u>2,326,148</u>	<u>(2,326,148)</u>	-
Total current liabilities	4,240,114	3,621,865	7,861,979	(2,326,148)	5,535,831
<b>LONG TERM LIABILITIES</b>					
Long term debt, less current portion shown above	<u>121,915</u>	<u>1,187,146</u>	<u>1,309,061</u>	-	<u>1,309,061</u>
Total liabilities	4,362,029	4,809,011	9,171,040	(2,326,148)	6,844,892
<b>NET ASSETS</b>					
Without donor restrictions	<u>9,799,501</u>	<u>25,152,700</u>	<u>34,952,201</u>	-	<u>34,952,201</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 14,161,530</b>	<b>\$ 29,961,711</b>	<b>\$ 44,123,241</b>	<b>\$ (2,326,148)</b>	<b>\$ 41,797,093</b>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE****COMBINING SCHEDULE OF ACTIVITIES  
FOR THE YEAR ENDED JULY 31, 2024**

	<u>SNHS, Inc.</u>	<u>SNHS Management Corporation</u>	<u>Sub-Total</u>	<u>Elimination</u>	<u>Total</u>
<b>REVENUES, GAINS AND OTHER SUPPORT</b>					
Grant revenue	\$ 40,037,178	\$ -	\$ 40,037,178	\$ -	\$ 40,037,178
Program service fees	461,213	769,868	1,231,081	(476,680)	754,401
Local funding	-	277,042	277,042	-	277,042
Rental income	-	1,161,065	1,161,065	(230,941)	930,124
Gifts and other contributions	296,504	903	297,407	-	297,407
Interest and dividend income	120	293,496	293,616	-	293,616
Realized loss on investments	-	(109,036)	(109,036)	-	(109,036)
Unrealized gain on investments	-	895,857	895,857	-	895,857
Miscellaneous	124,983	137,649	262,632	-	262,632
In-kind contributions	3,634,310	-	3,634,310	-	3,634,310
Gain (loss) on disposal of property	(42,424)	50	(42,374)	-	(42,374)
	<u>44,511,884</u>	<u>3,426,894</u>	<u>47,938,778</u>	<u>(707,621)</u>	<u>47,231,157</u>
<b>EXPENSES</b>					
<b>Program services</b>					
Child development	13,483,130	-	13,483,130	(121,522)	13,361,608
Community services	1,943,519	-	1,943,519	(223,617)	1,719,902
Economic and workforce development	4,171,618	-	4,171,618	(12,530)	4,159,088
Energy	16,055,130	-	16,055,130	(71,801)	15,983,329
Language and literacy	202,317	-	202,317	-	202,317
Housing and homeless	1,102,739	-	1,102,739	(13,654)	1,089,085
Nutrition and health	2,092,160	-	2,092,160	(13,692)	2,078,468
Special projects	2,156,587	-	2,156,587	(148,174)	2,008,413
Volunteer services	130,692	-	130,692	-	130,692
SNHS Management Corporation	-	2,234,674	2,234,674	(99,477)	2,135,197
	<u>41,337,892</u>	<u>2,234,674</u>	<u>43,572,566</u>	<u>(704,467)</u>	<u>42,868,099</u>
<b>Supporting activities</b>					
Management and general	2,041,995	-	2,041,995	(3,154)	2,038,841
	<u>43,379,887</u>	<u>2,234,674</u>	<u>45,614,561</u>	<u>(707,621)</u>	<u>44,906,940</u>
<b>CHANGE IN NET ASSETS</b>					
	1,131,997	1,192,220	2,324,217	-	2,324,217
<b>NET ASSETS, BEGINNING OF YEAR</b>					
	<u>8,667,504</u>	<u>23,960,480</u>	<u>32,627,984</u>	<u>-</u>	<u>32,627,984</u>
<b>NET ASSETS, END OF YEAR</b>					
	<u>\$ 9,799,501</u>	<u>\$ 25,152,700</u>	<u>\$ 34,952,201</u>	<u>\$ -</u>	<u>\$ 34,952,201</u>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**STATEMENTS OF FINANCIAL POSITION**  
**JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 18,637	\$ 18,114
Prepaid expenses	<u>10,048</u>	<u>9,492</u>
Total current assets	<u>28,685</u>	<u>27,606</u>
<b>RESTRICTED CASH</b>		
Insurance escrow	3,212	1,074
Tax escrow	5,757	4,767
Replacement reserves	49,837	42,339
Operating reserve	<u>57,112</u>	<u>55,427</u>
Total restricted cash	<u>115,918</u>	<u>103,607</u>
<b>PROPERTY</b>		
Land	166,600	166,600
Buildings and improvements	<u>598,178</u>	<u>598,178</u>
Total property	764,778	764,778
Less accumulated depreciation	<u>128,407</u>	<u>110,812</u>
Property, net	<u>636,371</u>	<u>653,966</u>
<b>OTHER ASSETS</b>		
Tenant security deposits	<u>14,349</u>	<u>13,504</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 795,323</u></b>	<b><u>\$ 798,683</u></b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Current portion of mortgage note payable	\$ 7,259	\$ 7,010
Accounts payable	5,077	4,364
Accrued expenses	<u>110</u>	<u>328</u>
Total current liabilities	<u>12,446</u>	<u>11,702</u>
<b>LONG TERM LIABILITIES</b>		
Due to affiliate	64,392	47,697
Mortgage note payable, less current portion as shown above	160,531	167,790
Tenant security deposits	<u>14,349</u>	<u>13,504</u>
Total long term liabilities	<u>239,272</u>	<u>228,991</u>
Total liabilities	251,718	240,693
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>543,605</u>	<u>557,990</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 795,323</u></b>	<b><u>\$ 798,683</u></b>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>INCOME</b>		
Rental income	\$ 180,587	\$ 171,902
Interest income	8	8
Interest income restricted	3,416	2,537
Other income	<u>4,295</u>	<u>3,680</u>
Total income	<u>188,306</u>	<u>178,127</u>
<b>OPERATING EXPENSES</b>		
Administrative	44,130	43,135
Utilities	49,814	42,357
Maintenance	50,232	74,601
General	<u>34,914</u>	<u>29,371</u>
Total operating expenses	<u>179,090</u>	<u>189,464</u>
<b>INTEREST EXPENSE</b>	<u>6,006</u>	<u>6,247</u>
<b>INCOME (LOSS) BEFORE DEPRECIATION</b>	3,210	(17,584)
Depreciation	<u>17,595</u>	<u>17,596</u>
<b>CHANGE IN NET ASSETS</b>	(14,385)	(35,180)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>557,990</u>	<u>593,170</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 543,605</u>	<u>\$ 557,990</u>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**SCHEDULES OF RENTAL OPERATIONS EXPENSES**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Management fee	\$ 14,400	\$ 14,400
Salaries and wages	16,239	11,803
Fringe benefits	4,332	3,376
Legal	123	4,443
Telephone	240	399
Other administrative expenses	8,796	8,714
	<u>44,130</u>	<u>43,135</u>
Total administrative expenses		
<b>UTILITIES</b>		
Electricity	19,515	17,226
Fuel	15,938	12,218
Water and sewer	14,361	12,913
	<u>49,814</u>	<u>42,357</u>
Total utility expenses		
<b>MAINTENANCE</b>		
Trash removal	2,792	2,512
Snow removal	9,276	16,214
Elevator repairs and contract	3,707	3,482
Custodial supplies	43	15
Repairs, materials	25,716	44,680
Repairs, contract	8,698	7,698
	<u>50,232</u>	<u>74,601</u>
Total maintenance expense		
<b>INTEREST, NHH MORTGAGE NOTE</b>	<u>6,006</u>	<u>6,247</u>
<b>DEPRECIATION</b>	<u>17,595</u>	<u>17,596</u>
<b>GENERAL EXPENSE</b>		
Real estate taxes	23,071	20,392
Payroll taxes	1,241	902
Retirement benefits	1,138	1,074
Workman's compensation	485	553
Insurance	8,979	6,450
	<u>34,914</u>	<u>29,371</u>
Total general expense		
<b>TOTAL RENTAL OPERATIONS EXPENSES</b>	<u>\$ 202,691</u>	<u>\$ 213,307</u>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**SCHEDULES OF RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>SOURCES OF FUNDS:</b>		
Rental operations		
<b>INCOME</b>		
Tenant paid rent	\$ 166,485	\$ 157,554
HAP rent subsidy	<u>14,102</u>	<u>14,348</u>
Total rental receipts	180,587	171,902
Interest income	3,424	2,545
Service income	2,900	2,345
Other income	<u>1,395</u>	<u>1,335</u>
Total rental operations receipts	<u>188,306</u>	<u>178,127</u>
<b>EXPENSES</b>		
Administrative	43,934	43,213
Utilities	48,926	43,426
Maintenance	50,351	74,259
General	35,940	32,215
Interest	<u>6,006</u>	<u>6,247</u>
Total rental operations disbursements	<u>185,157</u>	<u>199,360</u>
<b>CASH PROVIDED BY (USED IN) RENTAL OPERATIONS BEFORE AMORTIZATION OF MORTGAGE</b>	3,149	(21,233)
<b>AMORTIZATION OF MORTGAGE</b>	<u>(7,010)</u>	<u>(6,769)</u>
<b>CASH USED IN RENTAL OPERATIONS AFTER DEBT SERVICE</b>	(3,861)	(28,002)
<b>OTHER DISBURSEMENTS</b>		
Net receipts from management agent	16,695	18,122
Net withdrawals (deposits) from reserve accounts	<u>(12,311)</u>	<u>11,745</u>
<b>NET INCREASE IN CASH</b>	523	1,865
<b>CASH, BEGINNING OF YEAR</b>	<u>18,114</u>	<u>16,249</u>
<b>CASH, END OF YEAR</b>	<u>\$ 18,637</u>	<u>\$ 18,114</u>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**SCHEDULES OF RESTRICTED CASH RESERVES AND ESCROWS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

<u>DESCRIPTION OF FUND:</u>	<u>Balance</u> <u>Beginning of</u> <u>Year</u>	<u>Deposits</u>		<u>Withdrawals</u>	<u>Balance</u> <u>End of</u> <u>Year</u>
		<u>Funding of</u> <u>Reserves</u>	<u>Interest</u> <u>Earned</u>	<u>Expenditures</u>	
<b>Restricted Accounts:</b>					
<b><u>For the Year Ended July 31, 2024</u></b>					
Operating reserve	\$ 55,427	\$ -	\$ 1,685	\$ -	\$ 57,112
Insurance escrow	1,074	10,169	121	(8,152)	3,212
Tax escrow	4,767	24,022	188	(23,220)	5,757
Replacement reserve	<u>42,339</u>	<u>13,800</u>	<u>1,422</u>	<u>(7,724)</u>	<u>49,837</u>
<b>TOTAL RESTRICTED CASH RESERVES AND ESCROWS</b>	<b><u>\$ 103,607</u></b>	<b><u>\$ 47,991</u></b>	<b><u>\$ 3,416</u></b>	<b><u>\$ (39,096)</u></b>	<b><u>\$ 115,918</u></b>
<b><u>For the Year Ended July 31, 2023</u></b>					
Operating reserve	\$ 79,495	\$ -	\$ 1,523	\$ (25,591)	\$ 55,427
Insurance escrow	3,120	6,204	114	(8,364)	1,074
Tax escrow	4,959	20,527	139	(20,858)	4,767
Replacement reserve	<u>27,778</u>	<u>13,800</u>	<u>761</u>	<u>-</u>	<u>42,339</u>
<b>TOTAL RESTRICTED CASH RESERVES AND ESCROWS</b>	<b><u>\$ 115,352</u></b>	<b><u>\$ 40,531</u></b>	<b><u>\$ 2,537</u></b>	<b><u>\$ (54,813)</u></b>	<b><u>\$ 103,607</u></b>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**SCHEDULES OF SURPLUS CASH**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>Net loss</b>	\$ (14,385)	\$ (35,180)
<b><u>Add:</u></b>		
Depreciation	17,595	17,596
Expenditures from reserve accounts not capitalized	7,724	
<b><u>Deduct:</u></b>		
Interest income from reserve accounts	(3,416)	(2,537)
Required principal payments	(7,010)	(6,769)
Required payments to replacement reserves	<u>(13,800)</u>	<u>(13,800)</u>
<b>Cash deficit</b>	<b><u>\$ (13,292)</u></b>	<b><u>\$ (40,690)</u></b>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT NO. A199991-046)**

**YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

<u>Year</u>	<u>Maximum Allowable Distribution</u>	<u>Distributions Received</u>	<u>Balance</u>
12/31/2001	\$ 243,855	\$ -	\$ 243,855
12/31/2002	243,855	-	487,710
12/31/2003	243,855	5,895	725,670
12/31/2004	243,855	7,200	962,325
12/31/2005	243,855	-	1,206,180
12/31/2006	243,855	6,120	1,443,915
12/31/2007	243,855	-	1,687,770
12/31/2008	243,855	-	1,931,625
12/31/2009	243,855	-	2,175,480
12/31/2010	243,855	-	2,419,335
12/31/2011	243,855	-	2,663,190
12/31/2012	243,855	-	2,907,045
12/31/2013	243,855	7,200	3,143,700
12/31/2014	243,855	-	3,387,555
12/31/2015	243,855	-	3,631,410
7/31/2016	142,249	-	3,773,659
7/31/2017	243,855	-	4,017,514
7/31/2018	243,855	-	4,261,369
7/31/2019	243,855	-	4,505,224
7/31/2020	243,855	-	4,749,079
7/31/2021	243,855	-	4,992,934
7/31/2022	243,855	-	5,236,789
7/31/2023	243,855	-	5,480,644
7/31/2024	243,855	-	5,724,499

**J.B. MILETTE MANOR**  
**(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)**

**STATEMENTS OF FINANCIAL POSITION**  
**JULY 31, 2024 AND 2023**

	<u>ASSETS</u>	<u>2024</u>	<u>2023</u>
<b>CURRENT ASSETS</b>			
Cash		\$ 23,178	\$ 18,628
Prepaid expenses		<u>17,094</u>	<u>12,694</u>
Total current assets		<u>40,272</u>	<u>31,322</u>
<b>RESTRICTED CASH</b>			
Replacement reserves		<u>59,916</u>	<u>97,522</u>
Total restricted cash		59,916	97,522
<b>PROPERTY</b>			
Land		176,000	176,000
Buildings and improvements		<u>1,191,515</u>	<u>1,191,515</u>
Total property		1,367,515	1,367,515
Less accumulated depreciation		<u>255,279</u>	<u>220,105</u>
Property, net		<u>1,112,236</u>	<u>1,147,410</u>
<b>OTHER ASSETS</b>			
Tenant security deposits		<u>19,173</u>	<u>17,977</u>
<b>TOTAL ASSETS</b>		<b><u>\$ 1,231,597</u></b>	<b><u>\$ 1,294,231</u></b>
	<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>			
Accounts payable		5,784	5,232
Deferred revenue		13,576	-
Accrued expenses		<u>1,687</u>	<u>1,287</u>
Total current liabilities		<u>21,047</u>	<u>6,519</u>
<b>LONG TERM LIABILITIES</b>			
Due to affiliate		119,831	119,427
Tenant security deposits		<u>19,173</u>	<u>17,977</u>
Total long term liabilities		<u>139,004</u>	<u>137,404</u>
Total liabilities		160,051	143,923
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>		<u>1,071,546</u>	<u>1,150,308</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b><u>\$ 1,231,597</u></b>	<b><u>\$ 1,294,231</u></b>

**J.B. MILETTE MANOR**  
**(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>INCOME</b>		
Rental income	\$ 213,637	\$ 209,138
Interest income	11	12
Interest income restricted	28	68
Other income	<u>1,807</u>	<u>1,683</u>
Total income	<u>215,483</u>	<u>210,901</u>
<b>OPERATING EXPENSES</b>		
Administrative	80,805	89,901
Utilities	68,719	66,959
Maintenance	65,285	93,611
General	<u>44,262</u>	<u>39,347</u>
Total operating expenses	<u>259,071</u>	<u>289,818</u>
<b>LOSS BEFORE DEPRECIATION AND FORGIVENESS OF DEBT</b>	(43,588)	(78,917)
Depreciation	(35,174)	(34,332)
Forgiveness of debt	<u>-</u>	<u>270,000</u>
<b>CHANGE IN NET ASSETS</b>	(78,762)	156,751
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,150,308</u>	<u>993,557</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,071,546</u>	<u>\$ 1,150,308</u>

**J.B. MILETTE MANOR**  
**(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)**

**SCHEDULES OF RENTAL OPERATIONS EXPENSES**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Management fee	\$ 17,688	\$ 17,688
Salaries and wages	47,944	50,761
Fringe benefits	4,486	5,912
Legal	2,355	6,172
Telephone	120	119
Other administrative expenses	8,212	9,249
	<hr/>	<hr/>
Total administrative expenses	80,805	89,901
<b>UTILITIES</b>		
Electricity	26,887	29,620
Fuel	28,718	24,853
Water and sewer	13,114	12,486
	<hr/>	<hr/>
Total utility expenses	68,719	66,959
<b>MAINTENANCE</b>		
Trash removal	2,792	3,265
Snow removal	9,838	10,956
Elevator repairs and contract	7,055	6,079
Custodial supplies	1,415	543
Repairs, materials	38,314	66,772
Repairs, contract	5,871	5,996
	<hr/>	<hr/>
Total maintenance expense	65,285	93,611
<b>DEPRECIATION</b>	<hr/>	<hr/>
	35,174	34,332
<b>GENERAL EXPENSE</b>		
Real estate taxes	19,703	19,563
Payroll taxes	3,652	3,871
Retirement benefits	3,686	2,436
Workman's compensation	1,024	1,648
Insurance	16,197	11,829
	<hr/>	<hr/>
Total general expense	44,262	39,347
<b>TOTAL RENTAL OPERATIONS EXPENSES</b>	<hr/>	<hr/>
	\$ 294,245	\$ 324,150

**J.B. MILETTE MANOR**  
**(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)**

**SCHEDULES OF RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>SOURCES OF FUNDS:</b>		
Rental operations		
<b>INCOME</b>		
Tenant paid rent	\$ 199,922	\$ 179,903
HAP rent subsidy	<u>13,715</u>	<u>29,235</u>
Total rental receipts	213,637	209,138
Interest income	39	80
Service income	1,807	1,683
Other	<u>13,576</u>	<u>-</u>
Total rental operations receipts	<u>229,059</u>	<u>210,901</u>
<b>EXPENSES</b>		
Administrative	80,965	89,155
Utilities	70,864	64,314
Maintenance	62,028	95,532
General	<u>48,662</u>	<u>41,273</u>
Total rental operations disbursements	<u>262,519</u>	<u>290,274</u>
<b>CASH USED IN RENTAL OPERATIONS</b>	(33,460)	(79,373)
<b>OTHER DISBURSEMENTS</b>		
Net receipts from management agent	404	225
Net withdrawals from reserve accounts	37,606	94,669
Purchase of property	<u>-</u>	<u>(16,910)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	4,550	(1,389)
<b>CASH, BEGINNING OF YEAR</b>	<u>18,628</u>	<u>20,017</u>
<b>CASH, END OF YEAR</b>	<u>\$ 23,178</u>	<u>\$ 18,628</u>

**J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)**

**SCHEDULES OF RESTRICTED CASH RESERVES AND ESCROWS  
FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

<u>DESCRIPTION OF FUND:</u>	<u>Balance Beginning of Year</u>	<u>Deposits</u>		<u>Withdrawals</u>	<u>Balance End of Year</u>
		<u>Funding of Reserves</u>	<u>Interest Earned</u>	<u>Expenditures</u>	
<b><u>Restricted Accounts:</u></b>					
<b><u>For the Year Ended July 31, 2024</u></b>					
Replacement reserve	\$ 97,522	\$ 15,600	\$ 28	\$ (53,234)	\$ 59,916
<b>TOTAL RESTRICTED CASH RESERVES AND ESCROWS</b>	<b>\$ 97,522</b>	<b>\$ 15,600</b>	<b>\$ 28</b>	<b>\$ (53,234)</b>	<b>\$ 59,916</b>
<b><u>For the Year Ended July 31, 2023</u></b>					
Operating reserve	\$ 70,051	\$ -	\$ 20	\$ (70,071)	\$ -
Tax escrow	6,556	-	2	(6,558)	-
Replacement reserve	115,584	15,600	46	(33,708)	97,522
<b>TOTAL RESTRICTED CASH RESERVES AND ESCROWS</b>	<b>\$ 192,191</b>	<b>\$ 15,600</b>	<b>\$ 68</b>	<b>\$ (110,337)</b>	<b>\$ 97,522</b>

**J.B. MILETTE MANOR**  
**(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)**

**SCHEDULES OF SURPLUS CASH**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>Net income (loss)</b>	\$ (78,762)	\$ 156,751
<b><u>Add:</u></b>		
Depreciation	35,174	34,332
Reserve for replacement withdrawals not capitalized	53,234	33,708
<b><u>Deduct:</u></b>		
Interest income from reserve accounts	(28)	(68)
Required payments to replacement reserves	(15,600)	(15,600)
<b><u>Add other NHHFA approved items:</u></b>		
Forgiveness of debt income	<u>-</u>	<u>(270,000)</u>
<b>Cash deficit</b>	<b><u>\$ (5,982)</u></b>	<b><u>\$ (60,877)</u></b>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**STATEMENTS OF FINANCIAL POSITION**  
**JULY 31, 2024 AND 2023**

**ASSETS**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>CURRENT ASSETS</b>		
Cash	\$ 38,195	\$ 52,119
Prepaid expenses	12,596	9,378
Total current assets	<u>50,791</u>	<u>61,497</u>
<b>RESTRICTED CASH</b>		
Insurance escrow	2,863	950
Tax escrow	7,513	5,728
Replacement reserves	232,035	213,685
Operating reserves	71,656	69,541
Total restricted cash	<u>314,067</u>	<u>289,904</u>
<b>PROPERTY</b>		
Land	211,000	211,000
Buildings and improvements	932,700	932,700
Total property	1,143,700	1,143,700
Less accumulated depreciation	<u>149,225</u>	<u>124,370</u>
Property, net	<u>994,475</u>	<u>1,019,330</u>
<b>OTHER ASSETS</b>		
Tenant security deposits	<u>15,580</u>	<u>16,159</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 1,374,913</u></b>	<b><u>\$ 1,386,890</u></b>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Current portion of mortgage note payable	\$ 21,741	\$ 20,275
Accounts payable	2,707	971
Accrued expenses	802	552
Total current liabilities	<u>25,250</u>	<u>21,798</u>
<b>LONG TERM LIABILITIES</b>		
Due to affiliate	69,444	73,732
Mortgage note payable, less current portion as shown above	790,698	812,439
Tenant security deposits	15,580	16,159
Total long term liabilities	<u>875,722</u>	<u>902,330</u>
Total liabilities	900,972	924,128
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>473,941</u>	<u>462,762</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 1,374,913</u></b>	<b><u>\$ 1,386,890</u></b>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>INCOME</b>		
Rental income	\$ 261,344	\$ 260,356
Interest income	28	37
Interest income restricted	9,206	6,079
Other income	<u>4,259</u>	<u>3,950</u>
Total income	<u>274,837</u>	<u>270,422</u>
<b>OPERATING EXPENSES</b>		
Administrative	46,304	52,690
Utilities	37,608	37,510
Maintenance	94,193	92,814
General	<u>41,055</u>	<u>38,206</u>
Total operating expenses	<u>219,160</u>	<u>221,220</u>
<b>INTEREST EXPENSE</b>	<u>19,643</u>	<u>21,009</u>
<b>INCOME BEFORE DEPRECIATION</b>	36,034	28,193
Depreciation	<u>24,855</u>	<u>24,855</u>
<b>CHANGE IN NET ASSETS</b>	11,179	3,338
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>462,762</u>	<u>459,424</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 473,941</u>	<u>\$ 462,762</u>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**SCHEDULES OF RENTAL OPERATIONS EXPENSES**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Advertising	\$ 90	\$ 500
Management fee	18,000	18,000
Salaries and wages	18,851	24,180
Fringe benefits	553	661
Telephone	239	237
Other administrative expenses	8,571	9,112
	<u>46,304</u>	<u>52,690</u>
Total administrative expenses		
<b>UTILITIES</b>		
Electricity	19,811	19,092
Fuel	11,087	12,381
Water and sewer	6,710	6,037
	<u>37,608</u>	<u>37,510</u>
Total utility expenses		
<b>MAINTENANCE</b>		
Trash removal	3,053	2,737
Snow removal	24,097	25,370
Repairs, materials	51,162	50,691
Repairs, contract	15,881	14,016
	<u>94,193</u>	<u>92,814</u>
Total maintenance expense		
<b>INTEREST</b>	<u>19,643</u>	<u>21,009</u>
<b>DEPRECIATION</b>	<u>24,855</u>	<u>24,855</u>
<b>GENERAL EXPENSE</b>		
Real estate taxes	27,918	26,617
Payroll taxes	1,441	1,849
Retirement benefits	1,885	1,349
Workman's compensation	563	1,157
Insurance	9,248	7,234
	<u>41,055</u>	<u>38,206</u>
Total general expense		
<b>TOTAL RENTAL OPERATIONS EXPENSES</b>	<u>\$ 263,658</u>	<u>\$ 267,084</u>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**SCHEDULES OF RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>SOURCES OF FUNDS:</b>		
Rental operations		
<b>INCOME</b>		
Tenant paid rent	\$ 144,920	\$ 124,060
HAP rent subsidy	<u>116,424</u>	<u>124,601</u>
Total rental receipts	261,344	248,661
Interest income	9,234	6,116
Service income	2,715	2,510
Other income	<u>1,544</u>	<u>1,440</u>
Total rental operations receipts	<u>274,837</u>	<u>258,727</u>
<b>EXPENSES</b>		
Administrative	45,980	52,989
Utilities	36,664	39,292
Maintenance	93,475	93,861
General	44,273	38,910
Interest	<u>19,643</u>	<u>21,009</u>
Total rental operations disbursements	<u>240,035</u>	<u>246,061</u>
<b>CASH PROVIDED BY RENTAL OPERATIONS BEFORE AMORTIZATION OF MORTGAGE</b>	34,802	12,666
<b>AMORTIZATION OF MORTGAGE</b>	<u>(20,275)</u>	<u>(18,909)</u>
<b>CASH PROVIDED BY (USED IN) RENTAL OPERATIONS AFTER DEBT SERVICE</b>	14,527	(6,243)
<b>OTHER DISBURSEMENTS</b>		
Fixed asset addition placed in service prior year paid in current year	-	(25,500)
Net payments from management agent	(4,288)	(10,626)
Net deposits from reserve accounts	<u>(24,163)</u>	<u>(4,807)</u>
<b>NET DECREASE IN CASH</b>	(13,924)	(47,176)
<b>CASH, BEGINNING OF YEAR</b>	<u>52,119</u>	<u>99,295</u>
<b>CASH, END OF YEAR</b>	<u>\$ 38,195</u>	<u>\$ 52,119</u>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**SCHEDULES OF RESTRICTED CASH RESERVES AND ESCROWS**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

<u>DESCRIPTION OF FUND:</u>	<u>Deposits</u>			<u>Withdrawals</u>	<u>Balance End of Year</u>
	<u>Balance Beginning of Year</u>	<u>Funding of Reserves</u>	<u>Interest Earned</u>	<u>Expenditures</u>	
<b>Restricted Accounts:</b>					
<b><u>For the Year Ended July 31, 2024</u></b>					
Operating reserve	\$ 69,541	\$ -	\$ 2,115	\$ -	\$ 71,656
Insurance escrow	950	8,822	106	(7,015)	2,863
Tax escrow	5,728	30,717	223	(29,155)	7,513
Replacement reserve	<u>213,685</u>	<u>27,000</u>	<u>6,762</u>	<u>(15,412)</u>	<u>232,035</u>
<b>TOTAL RESTRICTED CASH RESERVES AND ESCROWS</b>	<b><u>\$ 289,904</u></b>	<b><u>\$ 66,539</u></b>	<b><u>\$ 9,206</u></b>	<b><u>\$ (51,582)</u></b>	<b><u>\$ 314,067</u></b>
<b><u>For the Year Ended July 31, 2023</u></b>					
Operating reserve	\$ 68,049	\$ -	\$ 1,492	\$ -	\$ 69,541
Insurance escrow	2,761	5,483	101	(7,395)	950
Tax escrow	6,414	25,876	174	(26,736)	5,728
Replacement reserve	<u>207,873</u>	<u>27,000</u>	<u>4,312</u>	<u>(25,500)</u>	<u>213,685</u>
<b>TOTAL RESTRICTED CASH RESERVES AND ESCROWS</b>	<b><u>\$ 285,097</u></b>	<b><u>\$ 58,359</u></b>	<b><u>\$ 6,079</u></b>	<b><u>\$ (59,631)</u></b>	<b><u>\$ 289,904</u></b>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**SCHEDULES OF SURPLUS CASH**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>Net income</b>	\$ 11,179	\$ 3,338
<b>Add:</b>		
Depreciation	24,855	24,855
Expenditures from reserve accounts not capitalized	15,412	-
<b>Deduct:</b>		
Interest income from reserve accounts	(9,206)	(6,079)
Required principal payments	(20,275)	(18,909)
Required payments to replacement reserves	<u>(27,000)</u>	<u>(27,000)</u>
<b>Cash deficit</b>	<u>\$ (5,035)</u>	<u>\$ (23,795)</u>

**SHERBURNE WOODS**  
**(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)**  
**(PROJECT NO. HAP PBA 901-02-05)**

**YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION**  
**FOR THE YEARS ENDED JULY 31, 2024 AND 2023**

<u>Year</u>	<u>Maximum Allowable Distribution</u>	<u>Distributions Received</u>	<u>Balance</u>
12/31/2003	\$ 113,850	\$ -	\$ 113,850
12/31/2004	113,850	-	227,700
12/31/2005	113,850	-	341,550
12/31/2006	113,850	-	455,400
12/31/2007	113,850	-	569,250
12/31/2008	113,850	-	683,100
12/31/2009	113,850	-	796,950
12/31/2010	113,850	-	910,800
12/31/2011	113,850	-	1,024,650
12/31/2012	113,850	-	1,138,500
12/31/2013	113,850	-	1,252,350
12/31/2014	113,850	-	1,366,200
12/31/2015	113,850	-	1,480,050
12/31/2016	113,850	-	1,593,900
12/31/2017	113,850	-	1,707,750
7/31/2018	66,413	-	1,774,163
7/31/2019	113,850	-	1,888,013
7/31/2020	113,850	-	2,001,863
7/31/2021	113,850	-	2,115,713
7/31/2022	113,850	-	2,229,563
7/31/2023	113,580	-	2,343,143
7/31/2024	113,580	-	2,456,723

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SCHEDULE OF EXPENDITURES OF FEDERAL AND NON-FEDERAL AWARDS  
FOR THE YEAR ENDED JULY 31, 2024**

<b>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE</b>	<b>ASSISTANCE LISTING NUMBER</b>	<b>PASS-THROUGH GRANTOR'S NAME</b>	<b>GRANTOR'S NUMBER</b>	<b>FEDERAL EXPENDITURE</b>
<b><u>U.S. Department of Agriculture</u></b>				
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	10.557	State of NH, Department of Health & Human Services	234NH703W1003	\$ 1,166,924
Breastfeeding Peer Counselor Program (BFPP)	10.557	State of NH, Department of Health & Human Services	234NH743W5003	59,131
				<u>1,226,055</u>
Child and Adult Care Food Program	10.558	State of NH, Department of Education		832,452
Food Distribution Cluster				
Commodity Supplemental Food Program	10.565	Community Action Program Belknap-Merrimack Counties	202220Y800544	29,748
Child Nutrition Cluster				
Summer Food Service Program for Children	10.559	State of NH, Department of Education		142,563
				<u>142,563</u>
Total U.S. Department of Agriculture				<u>\$ 2,230,618</u>
<b><u>U.S. Department of Housing and Urban Development</u></b>				
Emergency Solutions Grant Program	14.231	State of NH, DHHS, Bureau of Homeless & Housing	E-21-DC-33-0001	\$ 5,404
Emergency Solutions Grant Program	14.231	State of NH, DHHS, Bureau of Homeless & Housing	E-21-DC-33-0001	129,595
				<u>134,999</u>
Continuum of Care	14.267	State of NH, DHHS, Bureau of Homeless & Housing	NH0096L1T002207	67,664
Section 8 Project-Based Cluster				
Section 8 Moderate Rehabilitation Single Room Occupancy	14.248			267,758
				<u>267,758</u>
Total U.S. Department of Housing and Urban Development				<u>\$ 490,421</u>
<b><u>U.S. Department of Labor</u></b>				
WIOA Cluster				
WIOA Adult Program	17.258	State of NH, Dept of Resources and Economic Development	02-6000618	\$ 2,903,199
				<u>2,903,199</u>
Total U.S. Department of Labor				<u>\$ 2,903,199</u>
<b><u>U.S. Department of Education</u></b>				
Adult Education - Basic Grants to States	84.002	State of NH, Department of Education	67011-ABE Manchester	\$ 76,424
				<u>76,424</u>
Total U.S. Department of Education				<u>\$ 76,424</u>
<b><u>U.S. Department of Treasury</u></b>				
Emergency Rental Assistance Program	21.023	New Hampshire Housing	ERAE0019	\$ 77,751
Emergency Rental Assistance Program	21.023	New Hampshire Housing	ERAE0019	359,298
				<u>437,049</u>
Total U.S. Department of Treasury				<u>\$ 437,049</u>

See Notes to Schedule of Expenditures of Federal Awards

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND NON-FEDERAL AWARDS**  
**FOR THE YEAR ENDED JULY 31, 2024**

<b>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE</b>	<b>ASSISTANCE LISTING NUMBER</b>	<b>PASS-THROUGH GRANTOR'S NAME</b>	<b>GRANTOR'S NUMBER</b>	<b>FEDERAL EXPENDITURE</b>
<b><u>Corporation for National and Community Services</u></b>				
AmeriCorps Seniors Retired and Senior Volunteer Program (RSVP)	94.002		24SR259952	\$ 123,751
Total Corporation for National and Community Services				<u>\$ 123,751</u>
<b><u>U.S. Department of Energy</u></b>				
Weatherization Assistance for Low-Income Persons	81.042	State of NH, Office of Energy & Planning	DE-EE0009916	\$ 1,870,453
Total U.S. Department of Energy				<u>\$ 1,870,453</u>
<b><u>U.S. Department of Health &amp; Human Services</u></b>				
<b><u>Aging Cluster</u></b>				
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	State of NH, Office of Energy & Planning	2101NHOASS	\$ 17,484
Strengthening Citizens and Businesses for Economic Mobility	93.558	State of NH, DHHS	22NHTANF	139,415
Strengthening Citizens and Businesses for Economic Mobility	93.558	State of NH, DHHS	22NHTANF	63,656
Temporary Assistance for Needy Families	93.558	State of NH, DHHS	22NHTANF	889,257
Temporary Assistance for Needy Families	93.558	State of NH, DHHS	23NHTANF	3,957
				<u>1,096,287</u>
Low Income Home Energy Assistance (Fuel Assistance)	93.568	State of NH, Office of Energy & Planning	2301NHLIEA	12,428,537
Low Income Home Energy Assistance (BWP)	93.568	State of NH, Office of Energy & Planning	2301NHLIEA	417,305
				<u>12,845,842</u>
Community Services Block Grant	93.569	State of NH, DHHS	2301NHCOSR	1,723,844
CV- Community Services Block Grant	93.569	State of NH, DHHS	2201NHCSC3	885,717
				<u>2,609,561</u>
Community Services Block Grant Discretionary Awards	93.570	State of NH, DHHS	2301NHCOSR	183,193
Low Income Household Water Assistance Program (LIWAP)	93.499	State of NH, Office of Energy & Planning	2101NHLWC56	536,711
<b><u>Head Start Cluster</u></b>				
Head Start/Early Head Start	93.600		01CH01231501	7,926,854
Low Cost Extension	93.600		01CH01060205	664,773
				<u>8,591,627</u>

See Notes to Schedule of Expenditures of Federal Awards

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SCHEDULE OF EXPENDITURES OF FEDERAL AND NON-FEDERAL AWARDS  
FOR THE YEAR ENDED JULY 31, 2024**

<b>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE</b>	<b>ASSISTANCE LISTING NUMBER</b>	<b>PASS-THROUGH GRANTOR'S NAME</b>	<b>GRANTOR'S NUMBER</b>	<b>FEDERAL EXPENDITURE</b>
<b><u>U.S. Department of Health &amp; Human Services (continued)</u></b>				
CCDF Cluster				
Child Care and Development Block Grants	93.575	State of NH, DHHS	2301NHCCDD	1,314,451
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	State of NH, DHHS	2301NHCCDF	<u>723,982</u> <u>2,038,433</u>
Every Student Succeeds Act/Preschool Development Grants	93.434	University of New Hampshire	90TP0060	<u>2,428</u>
Total U.S. Department of Health & Human Services				<u>\$ 27,921,366</u>
<b>TOTAL</b>				<u>\$ 36,053,481</u>
<b><u>NON-FEDERAL AWARD</u></b>				
Community Action Program of Belknap - Merrimack Counties, Inc. Electric Assistance Program				<u>\$ 779,838</u>

See Notes to Schedule of Expenditures of Federal Awards

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JULY 31, 2024**

**NOTE 1 BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southern New Hampshire Services, Inc. and Affiliate under programs of the federal government for the year ended July 31, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southern New Hampshire Services, Inc. and Affiliate, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 INDIRECT COST RATE**

Southern New Hampshire Services, Inc. and Affiliate has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 4 SUBRECIPIENTS**

Southern New Hampshire Services, Inc. had no subrecipients for the year ended July 31, 2024.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT  
AUDITING STANDARDS**

To the Board of Directors of  
Southern New Hampshire Services, Inc. and Affiliate

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of Southern New Hampshire Services, Inc. and Affiliate (a New Hampshire nonprofit organization), which comprise the statements of financial position as of July 31, 2024 and 2023 and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated March 31, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the combined financial statements, we considered Southern New Hampshire Services, Inc. and Affiliate's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southern New Hampshire Services, Inc. and Affiliate's internal control. Accordingly, we do not express an opinion on the effectiveness of Southern New Hampshire Services, Inc. and Affiliate's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Southern New Hampshire Services, Inc. and Affiliate's combined financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Dover, New Hampshire  
March 31, 2025

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Southern New Hampshire Services, Inc. and Affiliate

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Southern New Hampshire Services, Inc. and Affiliate's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Southern New Hampshire Services, Inc. and Affiliate's major federal programs for the year ended July 31, 2024. Southern New Hampshire Services, Inc. and Affiliate's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Southern New Hampshire Services, Inc. and Affiliate complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended July 31, 2024.

***Basis for Opinion on Each Major Federal Program***

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

We are required to be independent of Southern New Hampshire Services, Inc. and Affiliate 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 Southern New Hampshire Services, Inc. and Affiliate'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 Southern New Hampshire Services, Inc. and Affiliate's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

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

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Southern New Hampshire Services, Inc. and Affiliate'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 Southern New Hampshire Services, Inc. and Affiliate's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Southern New Hampshire Services, Inc. and Affiliate's internal control over compliance. Accordingly, no such opinion is expressed.

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

## Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

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

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

Dover, New Hampshire  
March 31, 2025

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JULY 31, 2024**

**SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the combined financial statements of Southern New Hampshire Services, Inc. and Affiliate were prepared in accordance with GAAP.
2. No significant deficiencies disclosed during the audit of the combined financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the combined financial statements of Southern New Hampshire Services, Inc. and Affiliate, which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Southern New Hampshire Services, Inc. and Affiliate expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major programs were: U.S. Department of Health and Human Services; Temporary Assistance for Needy Families, ALN 93.558; CCDF Cluster – Child Care and Development Block Grant, ALN 93.575, Child Care Mandatory and Matching Funds of the Child Care Development Fund, ALN 93.596, Low Income Household Water Assistance Program, ALN 93.499, U.S. Department of Agriculture; Special Supplemental Nutrition Program for Women, Infants and Children, ALN 10.557, U.S. Department of Labor; WIOA Cluster, WIOA Adult Program, ALN 17.258; and NH Public Utilities Commission; NON-FEDERAL, Electric Assistance Program.
8. The threshold for distinguishing Type A and B programs was \$1,081,604.
9. Southern New Hampshire Services, Inc. and Affiliate was determined to be a low-risk auditee.

**FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JULY 31, 2024**

There were no findings or questioned costs that were required to be reported in the Schedule of Findings and Questioned Costs for the year ended July 31, 2023.



Southern New Hampshire Services, Inc.  
d/b/a Community Action Partnership  
Hillsborough and Rockingham Counties  
Board of Directors  
December 2024

- Senator Lou D'Allesandro, Chairman (Fiscal)
- Dr. Kevin Moriarty, Vice Chairman
- Thomas Mullins, Esq., Treasurer (Attorney)
- Orville Kerr, Secretary
- Representative Sherm Packard
- Commissioner Toni Pappas
- James Brown
- Deborah Gosselin O'Shea
- Carrie Marshall Gross (Early Childhood Education and Development)
- Anna Hamel
- Wanda Kennerson
- Kathleen Mackin
- German Ortiz
- Carrie Santos
- Amanda Soucy (Parent Policy Council)

**SOUTHERN NEW HAMPSHIRE SERVICES, INC.**  
**d/b/a Community Action Partnership Hillsborough and Rockingham Counties**  
Mailing Address: PO Box 5040, Manchester, NH 03108  
40 Pine Street, Manchester, NH 03013  
Telephone: (603) 668-8010      FAX: (603) 645-6734

**List of Key Administrative Personnel**  
**April 2025**

<b>Title</b>	<b>Name</b>	<b>Annual Salary</b>	<b>Percentage</b>	<b>Amount</b>
Chief Executive Officer	Donnalee Lozeau	\$233,760	0.00%	0
Chief Operating Officer	Ryan Clouthier	\$158,940	0.00%	0
Chief Financial Officer	James Chaisson	\$175,011	0.00%	0

## DONNALEE LOZEAU

### **Community/Civic Involvement- Current**

- NH Community Action Partnership
- HB4 Cliff Effect Working Group, Co-chair
- Governor's Office for Emergency Relief and Recovery Stakeholders Advisory Board, Chair
- Whole Family Approach to Jobs NH Chapter, Co-chair
- St. Joseph Hospital Board of Directors, Quality Council Chair
- St. Mary's Bank Supervisory Committee, Chair
- NH Healthy Families Board of Directors
- Mary's House Advisory Board
- The Plus Company
- NH Tomorrow Leadership Council
- Community College System of NH s
- American Council of Young Political Leaders, Alumni Member
- State Workforce Innovation Board

### **Community/Civic Involvement- Past**

- Reaching Higher NH
- NH Center for Public Policies Studies
- Governor's Judicial Selection Commission
- Big Brothers Big Sisters Board of Directors, Past President
- Greater Nashua Dental Connection BOD, Founding Member
- Great American Downtown, Founding Member
- Domestic Violence Coordinating Council Nashua
- US Conference of Mayors
- No Labels
- Fix the Debt
- NH Center for Public Policy Studies
- Greater Nashua Chamber of Commerce, Director
- Greater Nashua Workforce Housing Coalition, Founding Member

## **EXPERIENCE**

### ***Southern New Hampshire Services, Inc. (www.SNHS.org) Manchester, NH (January 2016-Present)***

#### **Chief Executive Officer**

- Development and oversight of Community Action Partnership serving NH's two largest counties, Hillsborough and Rockingham
- Cooperation and engagement with local, state and federal agencies and organizations on issues and programs that intersect with the Community Action Mission
- Work to fundamentally enhance the delivery of service to targeted community to wrap services around clients and streamline the application process by implementing the Whole Family Approach

### **City of Nashua, New Hampshire (2008-2016) – Elected**

#### **Mayor**

- Full time overall day to day management and operations of 2nd largest city in the state of NH with development and implementation of \$245 million dollar (2016) annual budget
- Worked with elected boards including Board of Aldermen; Public Works; Board of Education and others to prioritize and balance budget requirements and the needs of the community
- Chaired Board of Public Works and the Finance Committee
- Successfully negotiated the City's purchase of the publicly traded water company (Pennichuck) after a prolonged case before the NHPUC and the NH Supreme Court

### **Southern New Hampshire Services, Inc. (1993 – 2008) Manchester, NH**

#### **Director of Program and Community Development**

- Assessed the need for services throughout Hillsborough County through community outreach by developing partnerships, collaborations and new initiatives with service providers and businesses
- Negotiated purchases and contracts and presented projects before local boards, commissions and departments relative to housing, support services and economic development
- Designed and implemented strategies for developing working relationships with town and city officials, local service providers and appropriate private sector officials in order to project a positive image of Southern New Hampshire Services, Inc.
- Founded Mary's House 40 units of housing for homeless women and developed 219 units of Elderly Housing
- Pioneered initiatives for the Community Corrections and Academy Programs
- Expanded Head Start Services and developed the program and secured the site for Economic Opportunity Center

### ***Past Community/Civic Involvement Continued***

- Greater Nashua Asset Building Coalition, Founding Member
- New Hampshire Charitable Foundation State Board, Member
- Eagle Board of Review

### ***Education and Training***

- CCAP, Certified Community Action Professional
- CCAP Proctor
- Rivier College, Nashua- Undergraduate work in Political Science
- Restaurant Management Institute
- Mediation and Alternative Dispute Resolution Training
- Leadership Institute, Aspen
- Justice of the Peace

### ***NH State Representative, Hillsborough County, District 30 (1984 – 2000)-Elected***

#### ***Deputy Speaker of the NH House of Representatives (1996 – 2000)***

- Addressed constituent concerns
- Assisted Non-Profit organizations and local businesses with governmental concerns and steering legislation through the political process by working with members and leadership in the NH House of Representatives and the NH Senate and representatives of the Executive and Judicial branches
- Managed floor debates and supervised House Calendar content
- Responsible for functions of the House on behalf of or in the absence of the Speaker

#### ***Committee Assignments:***

- House Rules Committee, Vice Chairman
- House Legislative Administration Committee
- Joint Facilities Committee
- New Member Orientation, Chair
- House Corrections and Criminal Justice Committee, Vice Chairman
- House Judiciary Committee
- Criminal Justice Sub-Committee, Chairman
- State and Federal Relations Committee

#### ***Appointments:***

- Joint Legislative Performance Audit and Oversight Committee
- Juvenile Justice Commission, Chairman
- Supreme Court Guardian Ad Litem Committee
- Superior Court Alternative Dispute Resolution Committee
- Work Force Opportunity Council
- Interbranch Criminal and Juvenile Justice Council
  - Subcommittee on Offenders, Chairman
  - Space and Prison Programming
  - Juveniles Subcommittee, Co-Chair
- National Conference of State Legislatures Law and Justice. Vice Chair
- Council of State Governments Intergovernmental Affairs, Corrections and Public Safety

#### ***City Streets Restaurant, (1986-1991)***

#### ***City Streets Diner, (2000 – 2003) Nashua, NH Co-Owner/Operator***

- Operated 450 seat restaurant and banquet facility and effectively managed financial accounts, staff and licensing requirements

# RYAN CLOUTHIER, CCAP

rclouthier@caphr.org | (603) 668-8010

www.caphr.org

---

## SUMMARY

Highly experienced and dedicated Certified Community Action Professional (CCAP) with extensive expertise in managing and directing operations within non-profit organizations. Proven track record of enhancing program efficiency and community impact through strategic leadership and innovative solutions.

---

## WORK EXPERIENCE

**Chief Operating Officer (COO)** - Southern New Hampshire Services, Inc. now dba Community Action Partnership Hillsborough and Rockingham Counties

*2018-Present*

- Oversee the daily operations and strategic initiatives of the organization to ensure alignment with the mission and goals.
- Lead and manage multiple departments to drive performance and program outcomes.
- Co-host monthly program budget meetings with Chief Fiscal Officer.
- Develop and implement policies and procedures that enhance operational efficiency and effectiveness.
- Collaborate with community stakeholders, partners, and funders to strengthen resources and support for the organization.

**Operations Director, Energy and Housing Programs** - *Southern New Hampshire Services, Inc.*

*2016-2018*

- Directed and managed the energy and housing programs, ensuring compliance with federal and state regulations.
- Streamlined program operations to improve service delivery and client satisfaction.
- Secured funding and resources to expand program reach and impact.

**Energy Director**- *Southern New Hampshire Services, Inc.*

*2013-2016*

- Developed and implemented energy programs aimed at reducing energy costs for low-income households.
- Collaborated with utility companies and government agencies to leverage resources and support.
- Monitored program performance and outcomes, making adjustments as needed to achieve goals.

**Weatherization Director**- *Southern New Hampshire Services, Inc.*

*2006-2013*

- Oversaw the weatherization program, improving energy efficiency for low-income homes.
- Managed a team of technicians and contractors to ensure high-quality service delivery.
- Conducted outreach and education efforts to inform the community about the benefits of weatherization.

**Energy Auditor- Southern New Hampshire Services, Inc.**  
2004-2006

- Conduct field energy audits for low-income residential properties.
- Record data in both written and computerized formats to assess the cost-effectiveness of conservation measures.
- Generate work order specifications for contractors.
- Ensure quality installations and client satisfaction through proper follow-through and field inspection.

---

**PROFESSIONAL HIGHLIGHTS**

- NH Business Review 2024 Top 200 Influential Business Leader
- Numerous press articles related to Weatherization, including visits from the Assistant Secretary of Energy Efficiency from the Department of Energy and Vice President Joe Biden
- Member of the City of Nashua Healthy Homes Strategic Planning Committee
- Member of the City of Manchester Healthy Homes Strategic Planning Committee
- Class 2019 Leadership Greater Manchester
- Union Leader 2015 Class of 40 Under Forty
- Vice President of the Neighbour Helping Neighbour Board
- Member of the Energy Efficiency and Sustainable Energy Board
- Member of the Residential Ratepayers Advisory Board
- Weatherization written and field certification, Department of Energy Quality Control Inspector Certification, multiple national and regional weatherization best practices training
- BPI Energy Analyst
- Lead contractor abatement Certification
- Lead Renovation Repair and Painting (RRP)
- Certification OSHA 30-hour worker safety
- DOE Lead Safe Weatherization certification
- Intro to Cisco routers, T1 and T3 design and troubleshooting training, Asynchronous Transfer Mode (ATM) and Frame Relay network design training, LAN and WAN training, OC3, OC48, and OC192 design and troubleshooting training

---

**EDUCATION**

**NH Community Technical College**

---

**CERTIFICATION**

**Certified Community Action Professional (CCAP)**

---

**SKILLS**

- Leadership, Management and Supervision
- Budget Oversight, Forecasting, Analysis, Financial Management
- Program Development Implementation
- Stakeholder Engagement
- Grant Writing and Fundraising
- Compliance and Regulatory Affairs
- Operational Efficiency
- Community Engagement

# JAMES M. CHAISSON

---

## SUMMARY

Dedicated accounting professional with 8 years of non-profit experience and over 20 years of broad experience in manufacturing, distribution, reorganizations, mergers and acquisitions, sales/operations planning/forecasting and establishing & monitoring performance metrics in a manufacturing environment. Experienced in private and public corporations, including 8 years in a private equity environment with a strong focus on equity sponsor communication and liquidity management. Complete knowledge of P&L, balance sheet, cash flow and cost accounting. Proven skills at staff leadership, training and development in a team environment. Professional Experience:

- Fiscal Officer in nonprofit organization
  - Controller in MFG & Distribution
  - Treasury and Cash Flow Management
  - Financial & Capital Budgeting, Reporting & Control
  - Cost Accounting Manager
  - General Accounting Manager
  - Business Performance Metric Establishment and Measurement
- 

## PROFESSIONAL EXPERIENCE

### **Southern New Hampshire Services, Manchester, NH**

**5/2009-Present**

Southern New Hampshire Services (SNHS) is a non-profit entity dedicated to helping people help themselves. SNHS accomplishes this through a variety of programs offered at centers, offices, clinics, and intake sights located throughout Rockingham and Hillsborough counties. The agency also oversees 29 housing facilities with approximately 1000 tenants. SNHS receives and administers \$36 million in program funds annually with over 450 employees.

#### Chief Fiscal Officer

**1/2017 to Present**

- Oversee financial and accounting compliance, maintaining controls and managing potential business risks
- Manage the annual budget process and analysis activities
- Prepare presentation for Board of Directors meetings presenting the organization's financial results
- Develop and maintain banking relationships
- Manage the Annual Audit process

#### Senior Accountant

**5/2009-1/2017**

Assisted Fiscal Director in overseeing all fiscal and financial activities including compliance with federal, state, and funding source requirements as well as accordance with GAAP:

- Developed and implemented indirect cost calculation and interfaced with General Ledger
- Monitored and prepared monthly budget vs actual reporting; recommended adjustments and forecast spending
- Created specialized reports for the individual grant's reporting requirements
- Designed allocation methods for properly billing shared items to individual grants and programs
- Prepared monthly agency program reviews for Fiscal Director's Board of Directors review

James M. Chaisson

**WOOD STRUCTURES, INC. Biddeford, ME**

**2001-4/2009**

WSI, is a highly leveraged business owned by Roark Capital, a private equity fund, headquartered in Atlanta, GA. WSI is a \$70 million manufacturer of roof and floor trusses, wall panels and a distributor of engineered wood products. The company's products are sold into the residential and light commercial construction markets

Controller

**2006-4/2009**

Managed all aspects of accounting and reporting in a truss manufacturing plant as well as an engineered wood products distribution location that included 2 locations in Maine and 1 in Massachusetts.

- Calculated and assisted in the management of the company's covenants
- Worked closely with senior management during the sale process from the seller (Harbour Group) and buyer (Roark Capital)
- Identified cost drivers and implemented process changes to reduce the monthly closing cycle from 18 to 5 days
- Conducted monthly reviews with the managers on financial results and measurement
- Oversaw the payroll function of 160+ employees

Accounting Manager

**2001-2006**

Recruited to company to restore financial controls and establish best practices concerning both general ledger and cost accounting processes. Responsible for overseeing the accounting of 2 locations in Maine and 1 in Alabama.

- Established the reporting protocols of the company used by both equity sponsors
- Educated, motivated and developed a staff of 3 to succeed in their rolls of financial responsibility
- Identified and implemented processes and procedures for all intercompany sales, transfers, consolidation and eliminations
- Streamlined the payroll process that included transferring to an external supplier (ADP), which reduced cost by 40%
- Conducted physical inventories and defined their policies and procedure at all locations.

**VISHAY SPRAGUE, Sanford, ME**

**1978-2001**

Vishay Sprague is a division of Vishay Intertechnology Inc. (NYSE: VSH) a global manufacturer of discrete semiconductors and passive electronic components. The Sprague Division manufactures solid tantalum capacitors with annual sales of \$200 million and 1,400 employees.

Plant Cost Accounting Manager

**1997-2001**

Division General Accounting Manager

**1995-1997**

Division Operation Accountant

**1989-1995**

Division Fixed Asset Accountant

**1987-1989**

Master Engineering Technician

**1984-1987**

Lead Production Technician

**1978-1984**

---

**EDUCATION**

**NASSON COLLEGE Springvale, ME**

B.S. in Business Administration

STATE OF NEW HAMPSHIRE

5H

JK

COMMISSIONER  
Jared S. Chicoine



TDD Access: Relay NH  
1-800-735-2964

DEPUTY COMMISSIONER  
Christopher J. Ellms, Jr.

Tel. (603) 271-3670

FAX No. 271-1528

Website:  
www.energy.nh.gov

DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
Concord, N.H. 03301-2429

September 25, 2024

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Energy (Department) to enter into a **SOLE SOURCE** contract amendment with Southern New Hampshire Services, Inc. dba Community Action Partnership Hillsborough and Rockingham Counties, Vendor #177198, Manchester, NH, by reducing the Bipartisan Infrastructure Law Weatherization Assistance Program (BIL WAP) contract amount by \$765,920 from \$5,895,823 to \$5,129,903, increase their allowable Average Cost Per Dwelling Unit (ACPU) from \$8,009 to \$8,445, increase their allowable percentage of Health and Safety (H&S) funding from 8% to 15%, add clarifying language regarding the inclusion of documents as a legal component of the contract, effective upon Governor and Executive Council approval through June 30, 2027. The original contract was approved by the Governor and Executive Council on December 21, 2022 item #054. **100% Federal Funds**

Funding in account BIL WAP for FY25 through FY27 is anticipated to be available upon Fiscal Committee and Governor and Executive Council approval of an accept and expend of remaining BIL WAP funds at a later date, with the authority to adjust encumbrances between fiscal years through the budget office if needed and justified.

02-52-52-520010-62610000-074-500587

Fiscal Year	Current Contract Amount	Increase (Decrease)	Revised Contract Amount
2023	\$1,078,418	\$0	\$1,078,418
2024	\$1,078,418	\$0	\$1,078,418
2025	\$1,246,329	(\$255,307)	\$991,022
2026	\$1,246,329	(\$255,307)	\$991,022
2027	\$1,246,329	(\$255,306)	\$991,023
<b>Totals</b>	<b>\$5,895,823</b>	<b>(\$765,920)</b>	<b>\$5,129,903</b>

**EXPLANATION**

This contract is **SOLE SOURCE** because of the US Department of Energy's (US DOE) grant guidance (10 CFR 440.15) giving Community Action Agencies preferred status for the

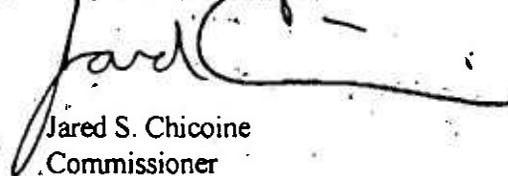
Weatherization Assistance Program due to their non-profit status, their role providing a range of services to clients eligible for WAP, and their historical performance delivering the weatherization program.

The Department is responsible for administering New Hampshire's statewide Weatherization Assistance Program (WAP). The objective of the program is to reduce energy consumption and the impact of energy costs in low-income households. Priority is given to the elderly, disabled, households with children, and households with high-energy usage. The funding in this contract will augment WAP work.

These contract amendments to the federal BIL WAP will optimize the federal allowances for ACPU and H&S expenditures, clarify policy requirements, and provide capacity relief for SNHS. These outcomes will streamline SNHS's efforts to increase the number of homes receiving full weatherization services effectively and efficiently in the program years that began on July 1, 2022, and expires June 30, 2027.

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,



Jared S. Chicoine  
Commissioner

NEW HAMPSHIRE DEPARTMENT OF ENERGY

SUBJECT: BIPARTISAN INFRASTRUCTURE LAW WEATHERIZATION ASSISTANCE  
PROGRAM (BIL WAP) CONTRACT

AMENDMENT # 1

This Amendment is between the State of New Hampshire, acting by and through the New Hampshire Department of Energy (Department), 21 South Fruit Street, Concord, Merrimack County, NH 03301 (hereinafter referred to as the "State") and Southern New Hampshire Services Inc., dba Community Action Partnership Hillsborough and Rockingham Counties, 40 Pine Street, PO Box 5040, Manchester, Hillsborough County, NH, 03108 (hereinafter the "Contractor").

Pursuant to an Agreement (hereinafter referred to as the Contract), approved by the Governor and Executive Council on December 21, 2022, Item #54, the Contractor has agreed to provide certain services, per the terms and conditions specified in the Contract and in consideration of payment by the State of certain sums as specified therein.

WHEREAS, pursuant to the provisions of Section 17 of the Contract, the Contract may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council; and

WHEREAS, the State and the Contractor have agreed to amend the Contract in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Contract, and set forth herein, the Parties hereto do hereby agree as follows:

1. **Amendment and Modification of Contract.** The Contract is amended and modified as follows:
  - A) Price Limitation: Amend Subparagraph 1.8 of the Agreement by striking the sum of \$5,895,823 and inserting in place thereof the sum of \$5,129,903.
  - B) Exhibit A, incorporating documents as legally binding contract requirements: Amend #1 by adding: "and the documents referenced above." to the last sentence of #1.
  - C) Exhibit B, Contractor Production: Amend #5 by deleting the current sum of \$8,000 and inserting in place thereof the sum of \$8,445.
  - D) Exhibit B, Grant Expenditures: Amend paragraph #11 by deleting the current sum of \$8,009 and inserting in place thereof the sum of \$8,445.

E) Exhibit C, Payment Terms, Contractor WAP BIL Grant Allocation:  
Amend paragraph #1, to reflect changes in grant funding available to  
Southern New Hampshire Services:

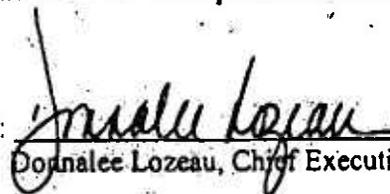
1. Amend by deleting the current sum of \$5,895,823 and inserting in place thereof the sum of \$5,129,903;
2. Amend by deleting the current sum of \$528,470 and inserting in place thereof the sum of \$458,063;
3. Amend by deleting the current sum of \$621,977 and inserting in place thereof the sum of \$446,977;
4. Amend by deleting the current sum of \$38,748 and inserting in place thereof the sum of \$570,778; and
5. Amend by deleting the current sum of \$4,706,628 and inserting in place thereof the sum of \$3,654,085.

2. **Effective Date of Amendment:** This Amendment shall take effect upon Governor and Executive Council approval.

3. **Continuance of Contract.** Except as specifically amended and modified by the Terms and Conditions of this Amendment, obligations of the parties hereunder shall remain in full force and effect in accordance with the terms and conditions set forth in the Contract as it existed immediately prior to this Amendment.

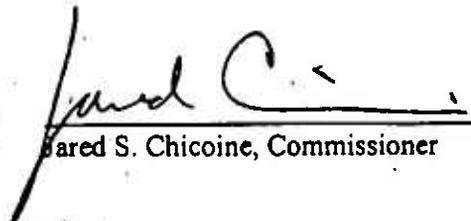
IN WITNESS WHEREOF, the Parties hereto have set their hands the dates written below.

Southern New Hampshire Services

By:   
Donnalee Lozeau, Chief Executive Officer

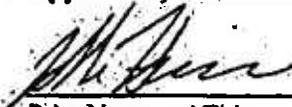
Date: August 23, 2024

STATE OF NEW HAMPSHIRE  
Department of Energy

  
Jared S. Chicoine, Commissioner

Date: 8/26/24

**Approval by the Attorney General's Office (Form, Substance and Execution)**

  
\_\_\_\_\_

Print Name and Title

9/5/2024

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

**Approval by the Governor and Executive Council**

G&C Meeting Date: SEP 25 2024

G&C Item #: 5H

**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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65506

Certificate Number: 0006652089



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2024.

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

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

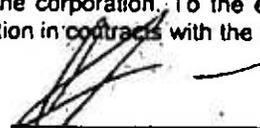
I, Orville Kerr, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

- 1. I am a duly elected Clerk/Secretary/Officer of Southern New Hampshire Services, Inc.  
(Corporation/LLC Name)
- 2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on December 11, 2023, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That DonnaLee Lozeau, CEO, Ryan Clouthier, COO, James Chaisson, CFO, and Cara Allbertl, Financial Analyst (may list more than one person) is duly authorized on behalf of Southern New Hampshire Services, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 7/25/24

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Orville Kerr  
Title: Secretary

County of Hillsborough, ss.  
State of New Hampshire  
On this 25<sup>th</sup> day of July, 2024  
Orville Kerr  
known to me or proven to be the instrument subscriber,  
personally appeared before me and acknowledged that  
he/she executed the foregoing instrument.  
Debra D. Stohrer Notary Public

DEBRA D. STOHRER,  
Notary Public - New Hampshire  
My Commission Expires October 7, 2025



DEC07'22 AM11:00 RCVD

js

STATE OF NEW HAMPSHIRE

COMMISSIONER  
Jared S. Chicoine

DEPUTY COMMISSIONER  
Christopher J. Elms, Jr.



54

TDD Access: Relay NH  
1-800-735-2884

Tel. (603) 271-3670

FAX No. 271-1526

Website:  
www.energy.nh.gov

DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
Concord, N.H. 03301-2429

December 21, 2022

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

**REQUESTED ACTION**

1) Authorize the New Hampshire Department of Energy (NH Energy) to enter into a **SOLE SOURCE** contract with Southern New Hampshire Services, Inc. (VC #177198), Manchester, NH, in the amount of \$5,895,823.00 to supplement the Department's Weatherization Assistance Program with Bipartisan Infrastructure Law (BIL) funds; effective upon Governor and Executive Council approval through June 30, 2027. 100% Federal Funds.

Funding is available for FY23 and funding for FY24 through FY27 is anticipated to be available upon Fiscal Committee and Governor and Executive Council approval of an accept and expend of the remaining BIL WAP funds at a later date, with the authority to adjust encumbrances between fiscal years through the budget office if needed and justified.

New Hampshire Department of Energy, WAP BIL  
02-52-52-S20010-XXXX0000-074-500587  
Grants for Pub Assist & Relief

<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>TOTAL</u>
\$1,078,418	\$1,078,418	\$1,246,329	\$1,246,329	\$1,246,329	\$5,895,823

2) Further request authorization to advance Southern New Hampshire Services, Inc. \$215,225 from the above-reference contract amount.

**EXPLANATION**

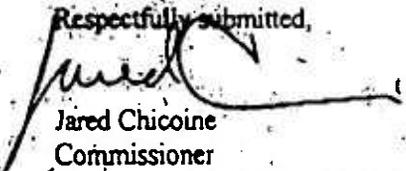
This contract is **SOLE SOURCE** because of the US Department of Energy's (US DOE) grant guidance (10 CFR 440.15) giving Community Action Agencies preferred status for the Weatherization Assistance Program due to their non-profit status, their role providing a range of services to clients eligible for WAP, and their historical performance delivering the weatherization program.

NH Energy is responsible for administering New Hampshire's statewide Weatherization Assistance Program (WAP). The objective of the program is to reduce energy consumption and the impact of energy costs in low-income households. Priority is given to the elderly, disabled, households with children, and households with high-energy usage. The funding in this contract will augment WAP work.

The federal Bi-partisan Infrastructure Law (BIL) funding in this contract will allow the Community Action Agency (CAA) to effectively and efficiently increase the number of homes receiving full weatherization services in the program years that began on July 1, 2022, and extends out to June 30, 2027. While not being combined with the regular annual federal WAP allocation to NH, this BIL funding will be used for the same purposes and will significantly augment the weatherization work to be completed by the CAA.

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,



Jared Chicoine  
Commissioner  
New Hampshire Department of Energy

July 1, 2022  
TNVEUXNKA657

**FORM NUMBER P-37 (version 12/11/2019)**

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

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> New Hampshire Department of Energy		<b>1.2 State Agency Address</b> 21 South Fruit Street, Suite 10 Concord, New Hampshire 03301	
<b>1.3 Contractor Name</b> Southern New Hampshire Services, Inc.		<b>1.4 Contractor Address</b> 40 Pine Street Manchester, NH 03103	
<b>1.5 Contractor Phone Number</b> (603) 668-8010	<b>1.6 Account Number</b> 02-52-52-520010-XXXX0000-074-500587	<b>1.7 Completion Date</b> June 30, 2027	<b>1.8 Price Limitation</b> \$5,895,823
<b>1.9 Contracting Officer for State Agency</b> Kirk Stone, Weatherization Program Manager		<b>1.10 State Agency Telephone Number</b> (603) 271-3670	
<b>1.11 Contractor Signature</b>  Date: 11/3/2022		<b>1.12 Name and Title of Contractor Signatory</b> Donalea Lozeau, Chief Executive Officer	
<b>1.13 State Agency Signature</b>  Date: 11/7/22		<b>1.14 Name and Title of State Agency Signatory</b> Jared Chicoine, Commissioner New Hampshire Department of Energy	
<b>1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: _____			
<b>1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable)</b> By:  On: 12/6/2022			
<b>1.17 Approval by the Governor and Executive Council (if applicable)</b> G&C Item number: _____ G&C Meeting Date: _____			

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**  
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17.

July 1, 2022

TNVEUXNKAF57

unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

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

#### 4. CONDITIONAL NATURE OF AGREEMENT.

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

#### 5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

#### 7. PERSONNEL.

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

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

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

#### 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

July 1, 2022

TNYEUXNKAF57

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

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

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

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

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

#### 9. TERMINATION.

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

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

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

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

letters, memoranda, papers, and documents, all whether finished or unfinished.

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

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

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

#### 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damage, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

July 1, 2022  
TNVEUXNKAF57.

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

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

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

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

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

#### 15. WORKERS' COMPENSATION.

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

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

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States

Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

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

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

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

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

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

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

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

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

July 1, 2022  
TNVEUXNKAF37

THIS PAGE INTENTIONALLY LEFT BLANK

Award # DE-EE00100001  
CFDA #81.042

Page 5 of 5

Contractor Initials

*DL*

Date 11/3/2022

## NEW HAMPSHIRE DEPARTMENT OF ENERGY

### EXHIBIT A

#### SPECIAL PROVISIONS

1. 2 CFR 200, as amended, (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 10 CFR 440 dated February 1, 2002 (Weatherization Assistance Program), the New Hampshire Weatherization Assistance Program-BIL (NHWAP-BIL)-State Plan, NHWAP Policies and Procedures Manual (P&PM), and NHWAP Field Guide are all considered part of this contract by inclusion and shall be legally binding and enforceable documents under this contract. The New Hampshire Department of Energy (NH Energy) reserves the right to use any legal remedy at its disposal including, but not limited to, disallowance of costs, withholding of funds, suspension of agency personnel, disbarment of agency personnel, disbarment of agencies and/or subcontractors from present or future contracts, and such other legal remedies as determined to be appropriate by the New Hampshire Department of Justice in the enforcement of rules and regulations pertaining to the Weatherization Program.

2. An audit shall be made at the end of the Contractor's fiscal year in accordance with 2 CFR 200, Subpart F - Audit Requirements. This audit report shall include a schedule of revenues and expenditures by contract or grant number of all expenditures during the Contractor's fiscal year. The Contractor shall utilize a competitive bidding process to choose a qualified financial auditor at least every four years.

The audit report shall include a schedule of the prior year's questioned costs along with a response regarding the current status of the prior year's questioned costs. Copies of all management letters written as a result of the audit along with the audit report shall be forwarded to NH Energy within one month of the time of receipt by the Contractor accompanied by an action, if applicable, for each finding or questioned cost.

3. The costs charged under this contract shall be determined as allowable under the cost principles detailed in 2 CFR 200 Subpart E - Cost Principles as amended by 2 CFR Part 910.

4. Program and financial records pertaining to this contract shall be retained by NH Energy and the Contractor for 3 (three) years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as stated in 2 CFR 200.334 - Retention Requirements for Records.

5. CLOSE OUT OF CONTRACT. All final required reports and reimbursement requests shall be submitted to the State within forty-five (45) days of the completion date (Agreement Block 1.7).

6. RESTRICTION ON ADDITIONAL FUNDING. It is understood and agreed between the parties that no portion of the "Grant" funds may be used for the purpose of obtaining additional federal funds under any other law of the United States, except if authorized under that law.

7. ASSURANCES/CERTIFICATIONS. The following are attached and signed: Certification Regarding Drug-Free Workplace Requirements; Certification Regarding Lobbying; Certification Regarding Debarment, Suspension and Other Responsibility Matters; Certification Regarding the Americans With Disabilities Act Compliance; Certification Regarding Environmental Tobacco

Smoke; Assurance of Compliance Nondiscrimination in Federally Assisted Programs; and Certification Regarding the Federal Funding Accountability and Transparency Compliance; Buy America Build America, and Certification Regarding NHPA and NEPA Compliance for WAP-BIL.

8. **COPELAND ANTI-KICKBACK ACT.** All contracts and subgrants in excess of \$2,000.00 for construction or repair shall include a provision for compliance with Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contractor, subcontract or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The subgrantee should report all suspected violations to NH Energy.
9. **PROCUREMENT.** Subgrantee shall comply with all provisions of 2 CFR 200 Subpart D – Post Federal Award Requirements – Procurement Standards with special emphasis on financial procurement (2 CFR 200 Subpart F – Audit Requirements) and property management (2 CFR 200 Subpart D – Post Federal Award Requirements – Property Standards.)
10. **STATE INSPECTION:** Without limiting the rights established under paragraphs 7 and 9 of the general provisions, NH Energy, USDOE, Health and Human Services, the Comptroller General of the United States, or any duly authorized representatives shall be permitted to inspect project and program sites, interview workers, and inspect and monitor financial payroll records and transactions, and shall be permitted access to any books, documents, papers, and records of the Contractor or its subcontractors or grantees, which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.
11. **FOREIGN NATIONAL INVOLVEMENT:** Project participants (including subrecipients and contractors) who anticipate involving foreign nationals in the performance of an award, may be required to provide DOE with specific information about each foreign national to satisfy requirements for foreign national participation. A foreign national is defined as any person who is not a U.S. citizen by birth or naturalization. The volume and type of information collected may depend on various factors associated with the award.
12. **PRIVACY PROTECTIONS:** Grantee is required to treat all requests for information concerning applicants and recipients of WAP funds in a manner consistent with the federal government's treatment of information requested under the Freedom of Information Act (FOIA), 5 U.S.C. 552, including the privacy protections contained in Exemption (b)(6) of the FOIA, 5 U.S.C. 552(b)(6). Under 5 U.S.C. 552(b)(6), information relating to an individual's eligibility application or the individual's participation in the program, such as name, address, or income information, are generally exempt from disclosure.

A balancing test must be used in applying Exemption (b)(6) in order to determine:

- i. whether a significant privacy interest would be invaded;
- ii. whether the release of the information would further the public interest by shedding light on the operations or activities of the Government; and

- iii. whether in balancing the privacy interests against the public interest, disclosure would constitute a clearly unwarranted invasion of privacy.

A request for personal information including but not limited to the names, addresses, or income information of WAP applicants or recipients would require the state or other service provider to balance a clearly defined public interest in obtaining this information against the individuals' legitimate expectation of privacy.

Given a legitimate, articulated public interest in the disclosure, States and other service providers may release information regarding recipients in the aggregate that does not identify specific individuals. However, a State or service provider must apply a FOIA Exemption (b)(6) balancing test to any request for information that cannot be satisfied by such less-intrusive methods.

13. The Contractor shall comply with the US DOE Interim Conflict of Interest Policy Requirements for Financial Assistance, Department of Energy Financial Assistance Regulations, Financial Assistance Letter No. FAL 2022-02 dated December 20, 2021, which implements 2 CFR 200.112 by June 18, 2023.
14. Funds shall not be used to assist projects, in whole or in part, in multifamily buildings with more than four units.
15. This agreement consists of the following documents: a completed P-37 form, and Exhibits A, B, C, D, E, F, G, H, I, J, K and L. All exhibits are incorporated herein by reference as if fully set forth herein.
16. These provisions shall be required of all sub-contractors and subgrantees.

## NEW HAMPSHIRE DEPARTMENT OF ENERGY

### EXHIBIT B

#### SCOPE OF SERVICES

1. Southern New Hampshire Services, Inc. (SNHS), hereinafter "the Contractor," agrees to utilize the Bi-Partisan Infrastructure Law (BIL) funds, which are the subject of this contract, to provide eligible clients with Weatherization Assistance Program (WAP) services, including heating system repair and replacement services, which meet the requirements and standards for the NH WAP. In addition, all expenditures for work completed using BIL funds will be in accordance with the fiscal requirements of regulations set forth in 2 CFR 200 as amended and will be guided and implemented as directed by the New Hampshire Department of Energy (NH Energy) in this contract and, from time to time, in Subgrantee Notices or other communications. Contractor agrees to incorporate changes to the rules regarding the expending of NH WAP BIL money from time to time, as prescribed by NH Energy, to improve program delivery. Contractor further agrees to perform all weatherization services in a manner that will successfully interact with utility administered energy efficiency programs for low-income households in order to provide the best collaborative services for those households.
2. This BIL contract period, to be known as "NH WAP BIL," will commence upon approval of this contract by the Governor and Executive Council and will have a completion date of June 30, 2027.
3. BIL funds, which are the subject of this contract, shall have all of the characteristics – and limitations – of the Congressionally allocated annual WAP dollars, that is: some dollars will be allocated for program production (weatherized homes), some for administration, some for health and safety expenses, some for training and technical assistance activities. See Exhibit C of this contract.
4. Some portion of the BIL funding in this contract is set aside for training and technical assistance (T&TA) activities. Contractor may use these funds for appropriate training and technical assistance activities, such as to recruit and train new personnel, maintain and strengthen the knowledge, skills, and abilities of existing weatherization personnel, whether direct employees of the Agency, or employees of subcontractors, etc. Appropriate back-up documentation and justification for the use of those funds will be required by NH Energy prior to reimbursement.
5. During the contract period, the Contractor agrees to complete weatherization services on the number of dwelling units that is the result of dividing the Contractor's BIL production allocation by \$8,000. NH Energy understands that the actual number of BIL completions will likely differ from that number due to the unpredictability of labor and materials costs over the five-year period of performance, but NH Energy expects to see monthly BIL payment requests from the Contractor in order to monitor BIL spending progress. Unit completions will comply with the standards and expectations presented in WAP guidance documents, this contract, the NH WAP Field Guide, the NH WAP Policies and Procedures Manual, and the NH WAP BIL State Plan which has been approved for the particular program year in which any one completion is being presented for reimbursement.
  - a. The number of dwelling units and the amount of funds to be expended shall conform to the provisions of this contract. NH Energy reserves the right to review progress under this contract at any time and may utilize information from such reviews to alter dwelling unit goals and funds to be expended.
  - b. All funds provided to the Contractor under this contract agreement must be expended by June 30, 2027.

6. Effective April 1, 2015, all work performed under the federal Weatherization Assistance Program (WAP) in New Hampshire is required to meet the minimum specifications defined in the US Department of Energy's Quality Work Plan (QWP) guidance and in the associated Standard Work Specifications (SWS). The BIL money which is the subject of this contract, because it, too, is considered to be WAP money, shall be managed to the same specifications and for the same outcomes.
7. Client eligibility for BIL-funded weatherization work will be the same as for the annually funded WAP weatherization work: client household income, in order to be eligible for WAP BIL services, is to be no greater than 60% of the state median income (SMI).
8. Residential dwelling (building) eligibility for BIL-funded weatherization work will be the same as residential dwelling eligibility under the rules for annually funded WAP weatherization work. However, the two WAP funding streams – annual and BIL – cannot be combined on any one job.
9. BIL money may be "leveraged" (used in combination) with any other weatherization funding source *except annual WAP money*.
10. WAP completions using WAP BIL funds are to be achieved using the same definition of "completion" as used in the WAP annual funds program: If the Subgrantee wishes to count a project as a WAP BIL completion, then the project must have at least one energy conservation measure that meets the SIR test, that measure (or those measures) must be paid for with WAP BIL dollars (and there must be no WAP annual fund dollars anywhere in the project), and the final inspection of the whole job must be done by a current BPI-certified Quality Control Inspector (QCI) and declared "WAP complete, ready for reimbursement."
11. The rules governing expenditure of WAP BIL money on any one project are the same as those governing WAP annual money: There is no absolute ceiling on single project expenses, but at the end of the BIL period of performance (June 30, 2027), the average cost per unit completed in the state, aggregated over all five Subgrantees, must not exceed \$8009.
12. WAP BIL production includes:
  - a. Weatherization upgrades which are commensurate with a work plan developed from a thorough dwelling energy audit and a software model of the building using the audit software tool that is approved by US DOE for use in New Hampshire. That software model must be prepared by a qualified (BPI-certified) Building Analyst or Energy Auditor or Quality Control Inspector who has developed the work plan (the energy conservation measures – ECMs – to be installed) using either the "benefit/cost ratio" (B/C) methodology as defined by the utilities' Home Energy Assistance (HEA) program or the "savings to investment ratio" (SIR) methodology as defined by the US DOE for use in WAP. The SIR methodology must be used to justify the installation of any ECMs which are to be paid for with WAP funds from either WAP funding stream.
  - b. Final inspections which determine:
    - i. Whether the project's work plan was appropriate and complete, taking into account the methodology – B/C or SIR – used by the energy auditor to select the ECMs to be installed, the pre-weatherization condition of the building, etc.

- ii. Whether that appropriate work plan was fully and effectively implemented in the dwelling, providing the client with a comprehensive, safe, efficient, and fully operational energy-saving weatherization outcome.
  - c. WAP BIL money, like WAP annual money, may not be used in weatherization upgrades to dwellings which have received WAP-funded or BIL-funded upgrades more recently than the 15-year rolling "look back" time period which governs WAP re-weatherization.
  - d. Re-weatherization may be undertaken with WAP BIL money, but the following should be kept in mind:
    - i. Re-weatherization should be done sparingly, remembering that there are thousands of potential clients who have received no weatherization services at all;
    - ii. Care should be taken, as always, to avoid even the appearance of favoritism.
13. The tracking of WAP BIL jobs will include:
- a. Contractor (Subgrantee) preparation and maintenance of a client file on every WAP BIL job. Contractor will utilize a filing protocol which allows recovery of the file when checking future jobs against previous weatherization work performed at that address, etc., even if no WAP money was used. Future CAP agency WAP Directors need to be able to check on weatherization work completed in dwellings, even when WAP money was not involved.
  - b. The use of a separate BIL reimbursement request spreadsheet package supplied by NH Energy. All jobs with any BIL money invested must be submitted for reimbursement on the BIL set of forms. If a particular job also includes the use of any BWP money, for instance, then that job will have to be submitted for WAP BIL reimbursement as well as BWP reimbursement, on two separate reimbursement request forms. There can never be a single job seeking reimbursement from both the WAP BIL funding stream and the WAP annual funding stream.

**NEW HAMPSHIRE DEPARTMENT OF ENERGY**

**EXHIBIT C**

**PAYMENT TERMS**

In consideration of the satisfactory performance of the services set forth in Exhibit B, the State agrees to pay the Contractor, Southern New Hampshire Services, Inc. up to the total sum of:

\$5,895,823.00	(which hereinafter is referred to as the "Contracted Amount"), of which
\$528,470.00	may be expended for Administration,
\$621,977.00	may be expended for Training & Technical Assistance,
\$38,748.00	may be expended for Health & Safety measures,
\$4,706,628.00	(the balance), to be spent on weatherization activities (Program Activity)

Drawdowns from the total contracted amount will be paid to the Contractor only after written documentation of cash need is submitted to NH Energy. Disbursement of the contracted amount shall be made in accordance with the procedures established by the State and 2 CFR 200.305(b) on an advance basis; limited to minimum amounts needed; and be timed to be in accordance with the actual, immediate cash requirements of the Contractor in carrying out the purpose of the program. The Contractor must make timely payments to (sub)contractors in accordance with the contract provisions. Contractor shall submit a payment request to NH Energy for each month of the contract period using the forms to be provided by NH Energy for that purpose. Payment requests from Contractor shall be received at NH Energy no later than the 15<sup>th</sup> day of each month or the first business day following the 15<sup>th</sup> day.

Administrative costs are provided in order to support a specified number of unit completions at minimal standards. Administrative funds may be pro-rated by NH Energy if production unit completions do not meet expected production goals.

NH Energy will also be allowed, as a function of its administrative oversight, to modify contracted budget amounts as necessary to ensure the efficient and effective operation of the contract as long as these modified expenditures do not exceed the total "Contracted Amount" as specified above.

All obligations of the State, including the continuance of any payments, are contingent upon the availability and continued appropriation of funds for the services to be provided.

## NEW HAMPSHIRE DEPARTMENT OF ENERGY

### STANDARD EXHIBIT D

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

#### CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

US DEPARTMENT OF HEALTH AND HUMAN SERVICES  
US DEPARTMENT OF ENERGY  
US DEPARTMENT OF HOMELAND SECURITY

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

Commissioner, New Hampshire Department of Energy  
21 S. Fruit Street, Suite 10, Concord, NH 03301

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS  
ALTERNATIVE I- FOR GRANTEE'S OTHER THAN INDIVIDUALS; cont'd**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES  
US DEPARTMENT OF ENERGY  
US DEPARTMENT OF HOMELAND SECURITY**

- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

2 Industrial Park Drive  
Concord, NH 03301

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

Southern New Hampshire Services, Inc.

Contractor Name.

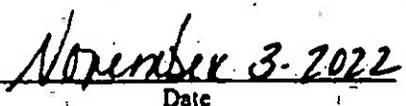
July 1, 2022, to June 30, 2027

Period Covered by this Certification

Donnalee Lozeau, Chief Executive Officer

Name and Title of Authorized Contractor Representative

  
Contractor Representative Signature

  
Date

Exhibits D thru H

Page 2 of 7

Initials DL

Date 11/3/2022

Award # DE-EE00100001, CFDA #81.042

NEW HAMPSHIRE DEPARTMENT OF ENERGY

STANDARD EXHIBIT E

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

CERTIFICATION REGARDING LOBBYING

US DEPARTMENT OF HEALTH AND HUMAN SERVICES
US DEPARTMENT OF ENERGY
US DEPARTMENT OF HOMELAND SECURITY

Programs (indicate applicable program covered):
Weatherization BIL

Contract Period: July 1, 2022, to June 30, 2027

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

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

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

Handwritten signature of Donnalee Lozeau
Contractor Representative Signature

Donnalee Lozeau, Chief Executive Officer
Contractor's Representative Title

Southern New Hampshire Services, Inc.
Contractor Name

November 3, 2022
Date

**NEW HAMPSHIRE DEPARTMENT OF ENERGY  
STANDARD EXHIBIT F**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12529 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

*Instructions for Certification*

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

Exhibits D thru H

Page 6 of 7

Initials *MC* Date *1/13/2022*

Award # DE-EE00100001, CFDA #81.042

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS, cont'd**

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions*

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

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions  
(To Be Supplied to Lower Tier Participants)*

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

 Donna Lee Lozeau, Chief Executive Officer  
Contractor Representative Signature Contractor's Representative Title

Southern New Hampshire Services, Inc. November 3, 2022  
Contractor Name Date

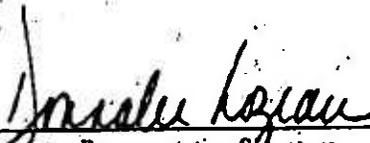
NEW HAMPSHIRE DEPARTMENT OF ENERGY

STANDARD EXHIBIT G

CERTIFICATION REGARDING THE  
AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

  
Contractor Representative Signature

Donalee Lozeau, Chief Executive Officer  
Contractor's Representative Title

Southern New Hampshire Services, Inc.  
Contractor Name

November 3, 2022  
Date

**NEW HAMPSHIRE DEPARTMENT OF ENERGY**

**STANDARD EXHIBIT H**

**CERTIFICATION  
Public Law 103-227, Part C  
ENVIRONMENTAL TOBACCO SMOKE**

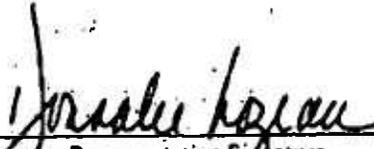
Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee.

The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

  
Contractor Representative Signature

Donnalee Lozeau, Chief Executive Officer  
Contractor's Representative Title

Southern New Hampshire Services, Inc.  
Contractor Name

November 3, 2022  
Date

## NEW HAMPSHIRE DEPARTMENT OF ENERGY

### STANDARD EXHIBIT I

#### U.S. DEPARTMENT OF ENERGY ASSURANCE OF COMPLIANCE NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

##### OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

Southern New Hampshire Services, Inc. (Hereinafter called the "Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1975 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

##### Applicability and Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

##### Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

##### Subrecipient Assurance

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply

with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

#### Data Collection and Access to Records

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such date of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

#### Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Donna Lee Lozeau, CEO Signature

*Donna Lee Lozeau* Date 11/3/2022

Southern New Hampshire Services, Inc.  
40 Pine Street  
Manchester, NH 03103

NEW HAMPSHIRE DEPARTMENT OF ENERGY

STANDARD EXHIBIT J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The Unique Entity Identifier (UEI) number for your entity is: HLNJBCYDGVM3

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO

YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO

YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

NEW HAMPSHIRE DEPARTMENT OF ENERGY

STANDARD EXHIBIT J

CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

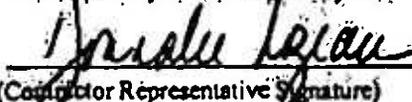
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the New Hampshire Department of Energy must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principal place of performance
- 9) Unique identifier of the entity (UEI #)
- 10) Total compensation and names of the top five executives if:
  - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the New Hampshire Department of Energy and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

  
(Contractor Representative Signature)

Donnalee Lozeau, Chief Executive Officer

(Authorized Contractor Representative Name & Title)

Southern New Hampshire Services, Inc.

November 3-2022

(Contractor Name)

(Date)

Exhibit J

Page 1 of 2

Initials DL

Date

11/3/2022

Award # DE-EE00100001, CFDA #81.042

## NEW HAMPSHIRE DEPARTMENT OF ENERGY

### EXHIBIT K

#### CERTIFICATION REGARDING BUILD AMERICA, BUY AMERICA (Buy America) COMPLIANCE

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of the Build America, Buy America Act (Buy America) Pub. L. No. 117-58, §§ 70901-52 under the Infrastructure Investment and Jobs Act (IIJA), Pub. L. No. 117-58, as well as the *Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure* memorandum from the Office of Management and Budget (OMB) dated April 18, 2022, and further OMB or US Department of Energy (USDOE) guidance once issued.

Buy America seeks to strengthen Made in America Laws and bolster America's industrial base, protect national security, and support high-paying jobs. Buy America requires that the New Hampshire Department of Energy (NHDOE), contractors, sub-contractors, and sub-grantees of federal funding shall ensure that "none of the funds made available for a Federal financial assistance program for infrastructure, including each deficient program, may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States."

#### Definitions:

Infrastructure includes, at a minimum, the structures, facilities, and equipment for, in the United States:

- Roads, highways, and bridges;
- Public transportation;
- Dams, ports, harbors, and other maritime facilities;
- Intercity passenger and freight railroads;
- Freight and intermodal facilities;
- Airports;
- Water systems, including drinking water and wastewater systems;
- Electrical transmission facilities and systems;
- Utilities;
- Broadband infrastructure;
- Buildings and real property; and
- Facilities that generate, transport, and distribute energy.

Further, the "infrastructure" in question must either be publicly owned or serve a public function; privately owned infrastructure that is not open to the public, such as a personal residence, is not considered "infrastructure" for purposes of this requirement. In cases where the "public" nature of the infrastructure is unclear, the Grantee should contact NHDOE. NHDOE will consult with the USDOE which will render a determination.

Project means the construction, alteration, maintenance, or repair of infrastructure in the United States.

Construction Materials includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is, or consists primarily of:

- Non-ferrous metals;
- Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- Glass (including optic glass);
- Lumber; or
- Drywall.

**Domestic content procurement preference means and refers to the same thing as "Buy America Preference."** These terms mean all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

**Buy America Preference:**

None of the funds provided under this grant to the Contractor may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought into the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

The Contractor and its subcontractor, subgrantee, or other person, firm, or corporation, will provide the best available documentation illustrating compliance with the Buy America Preference. NHDOE reserves the right to request additional information from the Contractor to further demonstrate compliance with the Buy America preference. Compliance may be met by providing the following:

1. A written statement from the manufacturer demonstrating that the iron, steel, manufactured products, or construction materials purchased from that manufacturer were produced in the United States.
2. Photographic evidence that the iron, steel, manufactured products, or construction materials were produced in the United States.
3. Other documentation pre-approved by the NHDOE.

**Waivers:**

When necessary, the Contractor may seek a waiver from the Buy America Preference requirements. Any issued waiver is made by the USDOE. The Grantee must contact the NHDOE with its intent to seek a waiver from the Buy America Preference requirements. NHDOE will submit the waiver request on behalf of the Grantee to USDOE. Requests to waive the application of the Buy America Preference must be in writing. Waiver requests are subject to public comment periods of no less than 15 days, as well as review by the Office of Management and Budget (OMB). Current timeframe estimate from request to approval is 45-60 days.

Waivers must be based on one of the following justifications:

1. Applying the Buy America Preference would be inconsistent with the public interest (Public Interest);
2. The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality (Nonavailability); or
3. The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent (Unreasonable Cost).

Requests to waive the Buy America Preference must include the following:

- Waiver type (Public Interest, Nonavailability, or Unreasonable Cost);
- Recipient name and Unique Entity Identifier (UEI);
- A detailed justification as to how the non-domestic item(s) is/are essential the project;

- A certification that the Contractor made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and non-proprietary communications with potential suppliers;
- Total estimated project cost, with estimated Federal share and recipient cost share breakdowns;
- Total estimated infrastructure costs, with estimated Federal share and recipient cost share breakdowns;
- A brief description of the project, its location, and the specific infrastructure involved;
- List and description of iron or steel item(s), manufactured goods, and/or construction material(s) the recipient seeks to waive from the Buy America Preference, including name, cost, country(ies) of origin, and relevant PSC and NAICS codes for each;
- A justification statement—based on one of the applicable justifications outlined above—as to why the items in question cannot be procured domestically, including the due diligence performed (e.g., market research, industry outreach) by the recipient to attempt to avoid the need for a waiver. This justification may cite, if applicable, the absence of any Buy America-compliant bids received for domestic products in response to a solicitation; and
- Anticipated impact to the project if no waiver is issued.

The USDOE and the NHDOE may request, and the Contractor must provide, additional information for consideration of this waiver. The USDOE's final determination regarding approval or rejection of the waiver request may not be appealed.

*Jonathan Logan*  
Contractor Representative Signature

Chief Executive Officer  
Contractor's Representative Title

Southern New Hampshire Services, Inc.  
Contractor Name

November 3, 2022  
Date

## NEW HAMPSHIRE DEPARTMENT OF ENERGY

### EXHIBIT L

#### CERTIFICATION REGARDING NHPA and NEPA COMPLIANCE FOR WAP-BIL

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of the National Environmental Policy Act (NEPA) 42 U.S.C. §4321 et seq., rules promulgated thereunder (40 CFR Parts 1500-1508, guidance documents issued by the Office of Management and Budget or the US Department of Energy (USDOE); New Hampshire's DOE executed Historic Preservation Programmatic Agreement, and USDOE Office of Energy Efficiency and Renewable Energy (EERE) NEPA Determination GFO-WAP-BIL-2022A (NEPA Determination-BIL). The NEPA Determination-BIL only applies to activities funded by the WAP-BIL-ARD, Administrative and Legal Requirements Document.

The Contractor agrees to assure compliance with Section 106 of the National Historic Preservation Act (NHPA) and New Hampshire's DOE executed Historic Preservation Programmatic Agreement prior to authorizing the use of funds.

The Contractor agrees that it will not fund activities that are not "Allowable Activities" (ie, it will fund only "allowable activities") pursuant to the NEPA Determination-BIL, which include:

1. Administrative activities associated with management of the designated Weatherization Office and management of programs and strategies in support of weatherization activities.
2. Development and implementation of training programs and strategies for weatherization effort, including initial home energy audits, final inspections, and client education.
3. Purchase of vehicles and equipment needed for administrative activities, weatherization energy audits, installation of measures indicated below, and quality control inspections.
4. Weatherization activities provided that activities adhere to the requirements of the respective Recipients' DOE executed Historic Preservation Programmatic Agreement, are installed in existing buildings, are appropriately sized, are covered by Appendix A of 10 CFR 440, and/or approved as part of the energy audit approval procedures and material approvals process, and limited to:
  - a. Building Shell Measures:
    - i. Install insulation where needed
    - ii. Perform air sealing
    - iii. Repair and replace windows, storm windows, install window film, awnings and solar screens
  - b. Mechanical Measures:
    - i. Clean, tune, repair, or replace heating and/or cooling systems
    - ii. Install duct and heating pipe insulation
    - iii. Repair leaks in heating/cooling ducts
    - iv. Install programmable thermostats
    - v. Repair/replace domestic water heaters
    - vi. Install domestic hot water heater tank insulation
  - c. Electric and Water Measures:
    - i. Install efficient light sources
    - ii. Install low-flow showerheads
    - iii. Replace inefficient refrigerators with energy-efficient models

5. Energy-related health and safety measures (per Weatherization Program Notice 22-7, or the most current guidance) provided that activities adhere to the requirements of New Hampshire's DOE executed Historic Preservation Programmatic Agreement, occur in existing buildings, and are limited to:

- a. Combustion appliance safety inspections
- b. Air quality assessment and limited removal of formaldehyde, volatile organic compounds, flammable liquids, and other air pollutants
- c. Gas and bulk fuel leak inspections
- d. Testing and/or containment, removal or disposal of lead, asbestos, mold, moisture, refrigerant, mercury, and other materials so WAP activities may be completed
- e. Conduct radon testing and precautionary measures, including but not limited to, sump pump covers, covering exposed dirt floors with polyethylene sheeting which contains a rating of no more than 0.1 perm, which is sealed and attached at all seams, walls and foundation penetrations
- f. Inspect and install carbon monoxide and smoke alarms
- g. Install ventilation as required by the American Society of Heating and Air-Conditioning Engineers (ASHRAE) 62.2-2016 standard, including blower door testing addressing infiltration, ventilation, and exhaust

6. Incidental and necessary energy-related repairs and replacements limited to:

- a. Repair/replace damaged windows and doors
- b. Minor electrical and plumbing repairs

7. Development, implementation, and installation of onsite renewable energy technology from renewable resources, provided that activities adhere to the requirements of New Hampshire's DOE executed Historic Preservation Programmatic Agreement, are installed in or on an existing structure, do not require ground disturbance, no trees are removed, and limited to:

- a. PV systems appropriately sized that do not exceed 60 kW
- b. Solar hot water heating systems appropriately sized that do not exceed 200,000 BTU/HR
- c. Battery storage, if applicable, attached to a structure (e.g. inside a garage) and not visible from the public right of way

Activities/projects not listed above, including ground disturbing activities and tree removal; activities where the following elements exist: extraordinary circumstances, cumulative impacts or connected actions that may lead to significant effects on the human environment, or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to a particular project; and activities restricted elsewhere in Award No. DE-EE00100001.0000 are not "Allowable Activities."

Activities that do not qualify as "Allowable Activities" as defined above are subject to additional NEPA review, which requires submission of an environmental questionnaire. If the Contractor wants to fund activities that do not qualify as "Allowable Activities," then Contractor agrees to notify NHDOE WAP Administrator, and to seek NEPA review through the NHDOE WAP Administrator. Activities requiring NEPA review are not authorized for Federal funding and the Contractor may not undertake or fund those activities unless and until the USDOE Contracting Officer, through the NHDOE WAP Administrator, provides written authorization for those activities.

The Contractor agrees to document conformance with the Allowable Activities listed above before commencement of any project.

The Contractor agrees to complete the online USDOE training on NEPA and Historic Preservation at [www.energy.gov/node/4816816](http://www.energy.gov/node/4816816).

*Joside Lopez*

Contractor Representative Signature

Chief Executive Officer

Contractor's Representative Title

Southern New Hampshire Services, Inc.

Contractor Name

*11/3/2022*

Date

**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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65506

Certificate Number: 0005755694



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 11th day of April A.D. 2022.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF VOTES**

(Corporate Authority)

I, Orville Kerr, Clerk/Secretary of Southern New Hampshire Services  
(Name) (Corporation name)

(Hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly  
(State)  
elected and acting Clerk/Secretary of the Corporation; (2) I maintain and have custody and am familiar with the  
minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such  
books; (4) that the Board of Directors of the Corporation have authorized, on October 25, 2022, such authority  
(Date)  
to be in force and effect until 6/30/2027  
(Contract termination date)

The person(s) holding the below listed position(s) are authorized to execute and deliver on behalf of the  
Corporation any contract or other instrument for the sale of products and services:

DonnaLee Lozeru  
(Name)  
Ryan Clouthier  
(Name)  
James Chaisson  
(Name)

Chief Executive Officer  
(Position)  
Chief Operating Officer  
(Position)  
Chief Fiscal Officer  
(Position)

(5) The meeting of the Board of Directors was held in accordance with New Hampshire  
(State of incorporation)  
law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded  
and continues in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the corporation this  
3<sup>rd</sup> day of November, 2022.

  
Clerk/Secretary

STATE OF New Hampshire  
COUNTY OF Hillsborough

On this 3<sup>rd</sup> day of November, 2022, before me, Debra Stohrer  
the undersigned Officer, personally appeared Orville Kerr who acknowledged her/himself to be the  
Secretary of Southern New Hampshire Services, a corporation and that she/he as such  
Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

  
Notary Public/Justice of the Peace  
Commission Expiration Date: \_\_\_\_\_

DEBRA D. STOHRER  
Notary Public - New Hampshire  
My Commission Expires October 7, 2025



# CERTIFICATE OF LIABILITY INSURANCE

DATE (mm/dd/yyyy)  
03/21/2022

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

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

<b>PRODUCER</b> FIA/Cross Insurance 1100 Elm Street Manchester NH 03101		<b>CONTACT NAME:</b> Andrea Nicklin <b>PHONE (AC, Ho, Ext):</b> (603) 669-3218 <b>FAX (AC, Ho):</b> (603) 645-4331 <b>EMAIL:</b> Manch.Certs@crossagency.com <b>ADDRESS:</b>	
<b>INSURED</b> Southern NH Services Inc. P.O. Box 5040 Manchester NH 03108		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Philadelphia Indemnity Ins Co	<b>NAIC #</b> 18058
		<b>INSURER B:</b> Midwest Employers Casualty Corp	23812
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 22-23 SNHS All Lines      **REVISION NUMBER:**

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

LINE	TYPE OF INSURANCE	ADD/CHG/DEL	INSR	POD	POLICY NO.	POLICY EFF (mm/dd/yyyy)	POLICY EXP (mm/dd/yyyy)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER				PHPK2392811	04/01/2022	04/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE/LEASED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY				PHPK2392828	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				PHUB807548	04/01/2022	04/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETARY PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A	HCHS20220000016 (3a.) NH	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability				PHPK2392811	04/01/2022	04/01/2023	Limit \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b> NH Department of Energy 21 South Fruit Street Concord NH 03301	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Jalitha Sanchez</i>
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.



**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SINGLE AUDIT REPORT**

**YEAR ENDED JULY 31, 2021**

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SINGLE AUDIT REPORT**

**YEAR ENDED JULY 31, 2021**

---

**TABLE OF CONTENTS**

	<i>Page</i>
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1-2
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance and Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3-5
Schedule of Expenditures of Federal Awards	6-8
Notes to Schedule of Expenditures of Federal Awards	9
Schedule of Findings and Questioned Costs	10
Financial Report	

**OUELLETTE & ASSOCIATES, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.  
Michael R. Dunn, C.P.A.  
Jonathan A. Hussey, C.P.A., M.S.T.  
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.  
Gary A. Wigan, C.P.A.  
C. Joseph Wolverton, Jr., C.P.A.

**Independent Auditor's Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial  
Statements Performed in Accordance with *Government Auditing Standards***

To the Board of Directors  
Southern New Hampshire Services, Inc. and Affiliate

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of Southern New Hampshire Services, Inc. (the Organization) and affiliate, which comprise the combined statement of financial position as of July 31, 2021, and the related combined statements of activities, functional expenses and cash flows for the year then ended; and the related notes to the combined financial statements, and have issued our report thereon dated March 3, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the combined financial statements, we considered the Organizations' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organizations' internal control. Accordingly, we do not express an opinion on the effectiveness of the Organizations' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organizations' combined financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Southern New Hampshire Services, Inc. and affiliate's combined financial statements are free from material misstatement, we performed tests of their compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organizations' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organizations' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Ouellette & Associates, P.A.*  
Certified Public Accountants

March 3, 2022  
Lewiston, Maine

**OUELLETTE & ASSOCIATES, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.  
Michael R. Dunn, C.P.A.  
Jonathan A. Hussey, C.P.A., M.S.T.  
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.  
Gary A. Wigani, C.P.A.  
C. Joseph Wolverton, Jr., C.P.A.

**Independent Auditor's Report on Compliance for Each Major Program and on  
Internal Control over Compliance and Schedule of Expenditures of  
Federal Awards Required by the Uniform Guidance.**

To the Board of Directors  
Southern New Hampshire Services, Inc. and Affiliate

**Report on Compliance for Each Major Federal Program**

We have audited Southern New Hampshire Services, Inc. (the Organization) and affiliate'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 Southern New Hampshire Services, Inc. and affiliate's major federal programs for the year ended July 31, 2021. Southern New Hampshire Services, Inc. and affiliate's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Southern New Hampshire Services, Inc. and affiliate's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southern New Hampshire Services, Inc. and affiliate's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Southern New Hampshire Services, Inc. and affiliate's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Southern New Hampshire Services, Inc. and affiliate complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended July 31, 2021.

### **Report on Internal Control over Compliance**

Management of Southern New Hampshire Services, Inc. and affiliate is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southern New Hampshire Services, Inc. and affiliate's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southern New Hampshire Services, Inc. and affiliate's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

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

## **Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance**

We have audited the combined financial statements of Southern New Hampshire Services, Inc. and affiliate as of and for the year ended July 31, 2021, and have issued our report thereon dated March 3, 2022, which contained an unmodified opinion on those combined financial statements. Our audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the combined financial statements as a whole.

*Ouellette & Associates, P.A.*  
Certified Public Accountants

March 3, 2022  
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2021

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
<b>FEDERAL AWARDS</b>				
<u>U.S. Department of Agriculture:</u>				
<i>Pass-Through State of New Hampshire Department of Health and Human Services</i>				
Special Supplemental Nutrition Program for Women, Infants and Children	10.557	174NH703W1003	\$ -	\$ 1,334,892
<i>Pass-Through Belknap Merrimack Community Action Program</i>				
<u>Food Distribution Cluster</u>				
Commodity Supplemental Food Program	10.565	202120Y800544	-	5,061
	10.565	202020Y800544	-	19,500
Total Food Distribution Cluster				24,561
<i>Pass-Through State of New Hampshire Department of Education</i>				
Child and Adult Care Food Program	10.558		-	695,568
<u>Child Nutrition Cluster</u>				
Summer Food Service Program for Children	10.559		-	155,822
Total U.S. Department of Agriculture			\$ -	\$ 2,210,843
<u>U.S. Department of Housing and Urban Development:</u>				
<i>Direct Program</i>				
<u>Section 8 Project-Based Cluster</u>				
Section 8 Moderate Rehabilitation Single Room Occupancy	14.249		\$ -	\$ 540,904
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
<u>CDBG - Entitlement Grants Cluster</u>				
Community Development Block Grants/Entitlement Grants - COVID	14.218	B-20-MW-33-0001	-	544,242
<i>Pass-Through State of New Hampshire Department of Health and Human Services</i>				
Emergency Solutions Grant Program	14.231	E17-DC-33-0001	-	40,929
Total U.S. Department of Housing and Urban Development			\$ -	\$ 1,126,075
<u>U.S. Department of Homeland Security:</u>				
<i>Passed-through Regional United Way Agency</i>				
Emergency Food and Shelter National Board Program	97.024		\$ -	\$ 2,101
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
Emergency Food and Shelter National Board Program	97.024	592600-007	-	20,000
Total U.S. Department of Homeland Security			\$ -	\$ 22,101
Subtotal			\$ -	\$ 3,359,019

## SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2021

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
Amount Forward			\$ -	\$ 3,359,019
<b>U.S. Department of Labor:</b>				
<i>Pass-Through State of New Hampshire Department of Resources and Economic Development</i>				
<b>WIOA Cluster</b>				
WIOA Adult Program	17.258	02-6000618	\$ 73,162	\$ 1,234,796
WIOA Dislocated Worker Formula Grants	17.278	02-6000618	17,282	122,677
Total WIOA Cluster			90,444	1,357,473
Senior Community Service Employment Program	17.235	02-6000618		4,062
Workforce Investment Act (WIA) Dislocated Worker National Reserve Demonstration Grants	17.280	02-6000618		1,258,590
Total U.S. Department of Labor			\$ 90,444	\$ 2,620,125
<b>U.S. Department of Treasury:</b>				
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
Coronavirus Relief Fund - COVID	21.019		\$ -	\$ 6,346,350
Emergency Rental Assistance Program - COVID	21.023	ERA0012 and ERA0033		16,171,517
<i>Pass-Through State of New Hampshire Department of Health and Human Services</i>				
Coronavirus Relief Fund - COVID	21.019	SS-2021-OEHS-03-CHILD-01		249,873
Total U.S. Department of Treasury:			\$ -	\$ 22,767,740
<b>U.S. Department of Energy:</b>				
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
Weatherization Assistance for Low-Income Persons	81.042	EE0007935	\$ -	\$ 564,342
Total U.S. Department of Energy:			\$ -	\$ 564,342
<b>U.S. Department of Education:</b>				
<i>Pass-Through State of New Hampshire Department Of Education</i>				
Adult Education - Basic Grants to States	84.002	67011-ABE	\$ -	\$ 118,530
Total U.S. Department of Education			\$ -	\$ 118,530
<b>Corporation for National and Community Services:</b>				
<i>Direct Program</i>				
Retired and Senior Volunteer Program	94.002	20SRANH002	\$ -	\$ 110,300
Total Corporation for National and Community Services			\$ -	\$ 110,300
Subtotal			\$ 90,444	\$ 29,540,056

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2021

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
Amount Forward			\$ 90,444	\$ 29,540,056
<b>U.S. Department of Health and Human Services:</b>				
<i>Direct Program</i>				
<b>Head Start Cluster</b>				
Head Start	93.600	01CH01060203	\$	\$ 7,178,936
	93.600	01HP00024102		315,971
	93.600	01HP00024101C3		5,408
COVID	93.600	01CH01060203C3		175,293
COVID	93.600	01HE00047401C5		11,487
<b>Total Head Start Cluster</b>				<b>7,687,095</b>
<i>Pass-Through State of New Hampshire Office of Strategic Initiatives</i>				
Low-Income Home Energy Assistance	93.568	G-2081NHLEIA		7,991,223
COVID	93.568	G-2001NHESC3		82,143
	93.568	G-2101NHLEIA		951,365
				<b>9,024,731</b>
<i>Pass-Through State of New Hampshire Department Of Health and Human Services</i>				
Temporary Assistance for Needy Families	93.558	18NHTANF	88,647	2,637,339
Community Services Block Grant	93.569	2001NHCS3		1,656,218
COVID	93.569	2001NHCS3	88,647	174,632
				<b>1,830,850</b>
Community Services Block Grant Discretionary Awards	93.570	2001NHCS3		28,904
<b>Aging Cluster</b>				
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	18AANHT3SS		18,610
<b>CCDF Cluster</b>				
Child Care and Development Block Grant	93.575	2001NHCCDF		1,119,549
	93.575	2101NHCCDF		110,802
				<b>1,230,351</b>
Child Care Mandatory and Matching Funds of The Child Care and Development Fund	93.596	2001NHCCDF		876,921
<b>Total CCDF Cluster</b>				<b>2,107,272</b>
<i>Pass-Through University of New Hampshire</i>				
Every Student Succeeds Act/Preschool Development Grants	93.434	90TP0060		87,828
<b>Total U.S. Department of Health and Human Services</b>			<b>\$ 88,647</b>	<b>\$ 23,422,629</b>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<b>\$ 179,091</b>	<b>\$ 52,962,685</b>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**YEAR ENDED JULY 31, 2021**

---

**NOTE 1: BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southern New Hampshire Services, Inc. and affiliate under programs of the federal government for the year ended July 31, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southern New Hampshire Services, Inc. and affiliate, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Southern New Hampshire Services, Inc. and affiliate.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Pass-through entity identifying numbers are presented where available.

**NOTE 3: HEAD START PROGRAMS CFDA #93.600**

Due to the COVID-19 pandemic, the Organization was unable to meet its matching requirements in accordance with terms of the grant award. The Organization received a waiver from the Department of Health and Human Services due to the pandemic to remain in compliance with the grant award during the year ended July 31, 2021.

**NOTE 4: INDIRECT COST RATE**

Southern New Hampshire Services, Inc. and affiliate has negotiated an indirect cost rate of 9.50% with the Department of Health and Human Services.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JULY 31, 2021

**Section I Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:  
Material weakness(es) identified?  Yes  No

Significant deficiency(ies) identified?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

**Federal Awards**

Internal control over major programs:  
Material weakness(es) identified?  Yes  No

Significant deficiency(ies) identified?  Yes  None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with CFR Section 200.156(a) of the Uniform Guidance?  Yes  No

**Identification of major programs:**

<u>Name of Federal Program or Cluster</u>	<u>CFDA Number</u>
Coronavirus Relief Fund	21.019
Emergency Rental Assistance Program	21.023
WIOA Cluster	17.258 / 17.278
CCDF Cluster	93.575 / 93.596

Dollar threshold used to distinguish between Type A and Type B programs: \$1,588,881

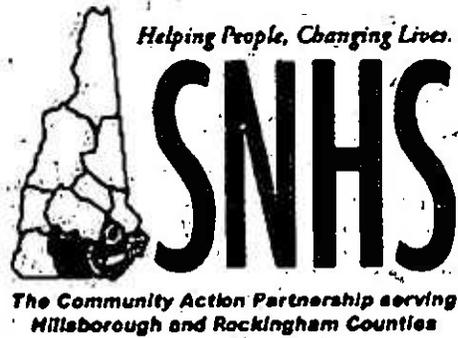
Auditee qualified as low-risk auditee?  Yes  No

**Section II Financial Statement Findings**

No matters are reportable.

**Section III Federal Award Findings and Questioned Costs**

No matters are reportable.



**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**COMBINED FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**FOR THE YEARS ENDED JULY 31, 2021 AND 2020**

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

FINANCIAL STATEMENTS

JULY 31, 2021 AND 2020

---

**CONTENTS**

	<b>PAGE</b>
<b>INDEPENDENT AUDITOR'S REPORT</b>	1 - 2
<b>FINANCIAL STATEMENTS</b>	
<i>Combined Statements of Financial Position</i>	3
<i>Combined Statements of Activities</i>	4
<i>Combined Statements of Functional Expenses</i>	5 - 8
<i>Combined Statements of Cash Flows</i>	9
<i>Notes to Combined Financial Statements</i>	10 - 21
<b>INDEPENDENT AUDITOR'S REPORT SUPPLEMENTARY INFORMATION</b>	22
<b>COMBINING INFORMATION:</b>	
<i>Schedule A - Combining Schedule of Financial Position</i>	23
<i>Schedule B - Combining Schedule of Activities</i>	24
<b>SUPPLEMENTARY INFORMATION REQUIRED BY THE STATE OF NEW HAMPSHIRE GOVERNOR'S OFFICE OF STRATEGIC INITIATIVES:</b>	
<i>Schedule of Revenues and Expenses - By Grant</i>	25 - 29
<b>SUPPLEMENTARY INFORMATION REQUIRED BY THE NEW HAMPSHIRE HOUSING FINANCE AUTHORITY</b>	
<i>Whispering Pines II</i>	30 - 36
<i>J.B. Millette Manor</i>	37 - 42
<i>Sherburne Woods</i>	43 - 49

**OUELLETTE & ASSOCIATES, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.  
Michael B. Dunn, C.P.A.  
Jonathan A. Hussey, C.P.A., M.S.T.  
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.  
Gary A. Wigant, C.P.A.  
C. Joseph Wolverton, Jr., C.P.A.

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
Southern New Hampshire Services, Inc. and Affiliate  
Manchester, New Hampshire

**Report on the Financial Statements**

We have audited the accompanying combined financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) and affiliate, which comprise the combined statements of financial position as of July 31, 2021 and 2020; and the related combined statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the combined financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organizations' preparation and fair presentation of the combined financial statements 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 Organizations' internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Southern New Hampshire Services, Inc. and affiliate as of July 31, 2021 and 2020, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 3, 2022, on our consideration of Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting and compliance.

***Ouellette & Associates, P.A.***  
Certified Public Accountants

March 3, 2022  
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
COMBINED STATEMENTS OF FINANCIAL POSITION

JULY 31, 2021 AND 2020

<i>ASSETS</i>		
	<i>2021</i>	<i>2020</i>
<b>CURRENT ASSETS</b>		
Cash	\$ 8,496,942	\$ 6,456,196
Investments	10,396,716	9,102,421
Grants receivable	3,451,639	3,346,435
Accounts receivable	778,610	721,595
Prepaid expenses	136,692	159,842
Total current assets	23,260,599	19,786,489
<b>FIXED ASSETS</b>		
Land	3,045,918	3,050,918
Buildings and improvements	13,565,316	13,310,566
Vehicles and equipment	1,575,022	1,501,951
Total fixed assets	18,186,256	17,863,435
Less - accumulated depreciation	6,204,453	5,729,951
Net fixed assets	11,981,803	12,133,484
<b>OTHER ASSETS</b>		
Restricted cash	468,276	457,683
<b>TOTAL ASSETS</b>	<b>\$ 35,710,678</b>	<b>\$ 32,377,656</b>
<b><i>LIABILITIES AND NET ASSETS</i></b>		
<b>CURRENT LIABILITIES</b>		
Current portion of long-term debt	\$ 79,998	\$ 100,012
Accounts payable	691,695	729,100
Accrued payroll and payroll taxes	1,187,344	1,089,681
Accrued compensated absences	424,497	470,301
Accrued other liabilities	63,446	53,011
Refundable advances	1,424,138	336,800
Over applied overhead	179,676	180,479
Tenant security deposits	89,232	83,030
Total current liabilities	4,140,026	3,042,414
<b>LONG-TERM LIABILITIES</b>		
Long-term debt, less current portion	2,878,216	2,949,253
<b>TOTAL LIABILITIES</b>	7,018,242	5,991,667
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	28,692,436	26,385,989
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 35,710,678</b>	<b>\$ 32,377,656</b>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
COMBINED STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2021 AND 2020

	2021	2020
<b>REVENUES, GAINS AND OTHER SUPPORT</b>		
Grant revenue	\$ 57,659,302	\$ 38,244,769
Program service fees	822,662	796,505
Local funding	193,876	244,926
Rental income	1,227,156	1,191,263
Gifts and other contributions	301,421	201,839
Interest and dividend income	228,980	302,600
Unrealized gain on investments	1,066,602	398,423
Miscellaneous	744,238	462,291
<b>TOTAL REVENUES, GAINS AND OTHER SUPPORT</b>	<b>62,244,237</b>	<b>41,842,616</b>
<b>EXPENSES</b>		
Program services:		
Child development	9,606,743	9,330,031
Community services	1,363,706	1,505,420
Economic and workforce development	5,786,299	7,450,261
Energy	10,666,407	12,651,510
Language and literacy	302,502	430,934
Housing and homeless	23,360,337	490,824
Nutrition and health	2,111,260	2,307,558
Special projects	2,316,753	1,876,426
Volunteer services	112,210	127,449
SNHS Management Corporation	2,367,679	2,447,708
Total program services	57,993,896	38,618,121
Support services:		
Management and general	1,943,894	1,876,897
<b>TOTAL EXPENSES</b>	<b>59,937,790</b>	<b>40,495,018</b>
<b>CHANGE IN NET ASSETS</b>	<b>2,306,447</b>	<b>1,347,598</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>26,385,989</b>	<b>25,038,391</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 28,692,436</b>	<b>\$ 26,385,989</b>

See independent auditor's report and accompanying notes to the financial statements.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**  
**COMBINED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JULY 31, 2021**

EXPENSES	Program Services						Nutrition and Health
	Child Development	Community Services	Economic Workforce Development	Energy	Language and Literacy	Housing and Homeless	
Payroll	\$ 5,475,948	\$ 797,163	\$ 2,740,989	\$ 1,286,379	\$ 204,412	\$ 725,285	\$ 912,550
Payroll taxes	409,962	59,844	204,551	97,778	15,619	54,970	68,761
Fringe benefits	1,677,891	138,364	623,172	382,294	23,750	112,040	242,822
Workers comp. insurance	127,833	9,424	6,924	11,934	6,245	2,469	27,215
Retirement benefits	375,917	69,893	194,323	96,055	8,755	16,206	74,893
Consultant and contractual	72,997	85,282	693,516	970,317	801	238,467	9,785
Travel and transportation	35,627	3,264	13,780	15,113	-	1,045	9,210
Conferences and meetings	-	7,250	-	2,245	-	-	1,914
Occupancy	569,678	136,788	540,570	123,460	24,409	23,349	49,916
Advertising	574	640	800	2,418	-	600	384
Supplies	286,505	32,374	12,180	61,729	7,224	53,747	25,794
Equip. rentals and maintenance	2,430	478	(4,515)	16,962	3,495	2,579	8,745
Insurance	22,375	28,204	9,341	27,769	-	527	3,822
Telephone	80,815	21,885	32,839	36,030	2,712	14,294	55,657
Postage	3,368	40	1,150	27,045	417	6,622	1,931
Printing and publications	40	-	-	6,012	1,156	-	-
Subscriptions	-	-	-	570	-	-	-
Program support	-	181,694	-	59,109	-	-	-
Interest	9,335	-	-	-	-	-	-
Depreciation	129,615	6,300	42,909	5,276	1,266	-	13,187
Assistance to clients	234,976	3,992	676,974	7,518,979	-	22,107,876	393,992
Other expense	167,824	-	10,872	2,937	-	300	224,649
Miscellaneous	37,305	1,391	915	1,424	2,241	830	1,905
In-kind	1,203,823	-	-	-	-	-	-
Gain on disposal of assets	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>10,324,838</b>	<b>1,584,270</b>	<b>5,803,292</b>	<b>10,751,835</b>	<b>302,502</b>	<b>23,361,206</b>	<b>2,127,132</b>
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	(1,318,095)	(220,564)	(16,993)	(85,428)	-	(869)	(15,872)
<b>TOTAL EXPENSES</b>	<b>\$ 9,606,743</b>	<b>\$ 1,363,706</b>	<b>\$ 5,786,299</b>	<b>\$ 10,666,407</b>	<b>\$ 302,502</b>	<b>\$ 23,360,337</b>	<b>\$ 2,111,260</b>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)  
 FOR THE YEAR ENDED JULY 31, 2021

	Program Services			Total Program Services	Support Services	Total Expenses
	Special Projects	Volunteer Services	SNHS Management Corporation		Management and General	
<b>EXPENSES</b>						
Payroll	\$ 84,906	\$ 60,715	\$ 579,614	\$ 12,867,961	\$ 1,290,991	\$ 14,158,952
Payroll taxes	6,517	4,220	45,415	967,637	94,236	1,061,873
Fringe benefits	6,176	17,742	223,039	3,447,290	183,099	3,630,389
Workers comp. insurance	1,770	157	10,661	204,632	7,679	212,311
Retirement benefits	6,118	5,287	43,218	890,667	121,520	1,012,187
Consultant and contractual	2,122,049	2,780	129,628	4,327,622	106,077	4,433,699
Travel and transportation	1,141	1,973	33,587	114,740	4,283	119,023
Conferences and meetings	1,454	50	14,412	27,325	1,025	28,350
Occupancy	15,201	-	641,741	2,125,112	44,864	2,169,976
Advertising	-	1,766	3,232	10,414	25	10,439
Supplies	593	6,819	21,240	508,205	58,393	566,598
Equip. rentals and maintenance	2,645	41	8,933	41,793	1,457	43,250
Insurance	2,636	1,762	55,107	151,543	10,161	161,704
Telephone	3,079	2,633	26,997	276,941	6,779	283,720
Postage	-	605	1,470	42,648	13,123	55,771
Printing and publications	-	-	-	7,208	-	7,208
Subscriptions	-	900	630	2,100	-	2,100
Program support	560	-	45,948	287,311	-	287,311
Interest	-	-	51,209	60,544	-	60,544
Depreciation	60,191	-	405,478	664,222	2,670	666,892
Assistance to clients	2,101	-	24,342	30,963,232	-	30,963,232
Other expense	-	-	7,306	413,888	797	414,685
Miscellaneous	1,225	4,760	47,257	99,253	2,711	101,964
In-kind	-	-	-	1,203,823	-	1,203,823
Gain on disposal of assets	(1,049)	-	(2,349)	(3,398)	-	(3,398)
<b>SUBTOTAL</b>	<b>2,317,313</b>	<b>112,210</b>	<b>2,418,115</b>	<b>59,702,713</b>	<b>1,949,890</b>	<b>61,652,603</b>
Over applied indirect costs	-	-	-	-	(809)	(809)
Eliminations	(560)	-	(50,436)	(1,708,817)	(5,187)	(1,714,004)
<b>TOTAL EXPENSES</b>	<b>\$ 2,316,753</b>	<b>\$ 112,210</b>	<b>\$ 2,367,679</b>	<b>\$ 57,993,896</b>	<b>\$ 1,943,894</b>	<b>\$ 59,937,790</b>

See independent auditor's report and accompanying notes to the financial statements.

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**  
**COMBINED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JULY 31, 2020**

EXPENSES	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
Payroll	\$ 5,556,933	\$ 933,868	\$ 2,939,525	\$ 1,521,964	\$ 298,880	\$ 88,866	\$ 962,139
Payroll taxes	419,856	70,488	221,893	117,494	23,413	6,797	73,387
Fringe benefits	1,573,633	137,463	615,794	463,923	28,359	21,715	238,512
Workers comp. insurance	118,066	9,585	7,651	15,806	2,062	233	30,576
Retirement benefits	314,824	88,609	190,679	93,780	10,995	4,856	70,742
Consultant and contractual	56,270	70,777	1,775,844	1,802,601	5,095	370	14,752
Travel and transportation	87,659	10,526	55,412	17,022	600	1,006	29,296
Conferences and meetings	-	6,007	-	888	-	49	140
Occupancy	491,299	76,188	452,980	122,492	30,276	2,520	64,985
Advertising	2,664	3,955	2,990	1,171	50	8,169	424
Supplies	328,400	51,663	33,068	66,117	5,006	3,604	35,623
Equip. rentals and maintenance	6,553	2,447	21,351	12,146	2,943	-	10,096
Insurance	22,852	42,463	7,617	30,740	-	175	6,450
Telephone	89,596	16,857	30,761	31,439	2,726	2,023	41,068
Postage	4,825	165	1,568	30,220	330	385	3,720
Printing and publications	3,773	-	-	483	1,851	-	-
Subscriptions	-	-	-	524	-	-	-
Program support	-	20,345	-	60,826	3,676	-	-
Interest	9,529	-	-	-	-	-	-
Depreciation	72,782	5,656	41,477	3,191	938	-	10,294
Assistance to clients	7,850	-	1,084,147	8,336,006	-	349,246	420,251
Other expense	181,944	9,940	7,450	9,318	-	800	303,005
Miscellaneous	20,004	688	364	1,862	13,734	10	2,146
In-kind	1,472,831	-	-	-	-	-	-
Gain on disposal of assets	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>10,842,143</b>	<b>1,557,690</b>	<b>7,490,571</b>	<b>12,740,013</b>	<b>430,934</b>	<b>490,824</b>	<b>2,317,606</b>
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	(1,512,112)	(52,270)	(40,310)	(88,503)	-	-	(10,048)
<b>TOTAL EXPENSES</b>	<b>\$ 9,330,031</b>	<b>\$ 1,505,420</b>	<b>\$ 7,450,261</b>	<b>\$ 12,651,510</b>	<b>\$ 430,934</b>	<b>\$ 490,824</b>	<b>\$ 2,307,558</b>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)  
 FOR THE YEAR ENDED JULY 31, 2020

EXPENSES	Program Services			Total Program Services	Support Services	Total Expenses
	Special Projects	Volunteer Services	SNHS		Management and General	
			Management Corporation			
Payroll	\$ 95,518	\$ 80,529	\$ 688,044	\$ 13,166,266	\$ 1,258,963	\$ 14,425,229
Payroll taxes	7,446	6,021	45,518	992,313	93,381	1,085,694
Fringe benefits	7,355	16,739	256,823	3,360,316	184,217	3,544,533
Workers comp. insurance	3,120	214	11,822	199,135	7,822	206,957
Retirement benefits	5,385	3,350	40,945	824,165	116,327	940,492
Consultant and contractual	1,659,372	449	136,778	5,522,308	87,416	5,609,724
Travel and transportation	4,805	5,163	41,940	253,429	4,639	258,068
Conferences and meetings	3,531	50	28,605	39,270	2,113	41,383
Occupancy	15,080	-	595,088	1,850,908	38,053	1,888,961
Advertising	-	400	1,270	21,093	-	21,093
Supplies	2,334	4,524	17,992	548,331	39,485	587,816
Equip. rentals and maintenance	4,971	63	15,835	76,405	1,398	77,803
Insurance	3,213	1,616	51,605	166,731	13,338	180,069
Telephone	2,700	2,350	29,193	248,713	6,146	254,859
Postage	7	632	1,207	43,059	15,840	58,899
Printing and publications	-	84	8	6,199	61	6,260
Subscriptions	-	-	534	1,058	-	1,058
Program support	3,317	-	222,373	310,537	-	310,537
Interest	-	-	55,013	64,542	-	64,542
Depreciation	46,914	-	348,881	570,133	673	570,806
Assistance to clients	12,708	-	68,129	10,278,337	-	10,278,337
Other expense	1,798	-	7,853	522,108	4,435	526,543
Miscellaneous	169	5,265	(30,823)	13,419	3,242	16,661
In-kind	-	-	-	1,472,831	-	1,472,831
Gain on disposal of assets	-	-	(2,450)	(2,450)	-	(2,450)
<b>SUBTOTAL</b>	<b>1,879,743</b>	<b>127,449</b>	<b>2,672,183</b>	<b>40,549,156</b>	<b>1,877,549</b>	<b>42,426,705</b>
Over applied indirect costs	-	-	-	-	3	3
Eliminations	(3,317)	-	(224,475)	(1,931,035)	(655)	(1,931,690)
<b>TOTAL EXPENSES</b>	<b>\$ 1,876,426</b>	<b>\$ 127,449</b>	<b>\$ 2,447,708</b>	<b>\$ 38,618,121</b>	<b>\$ 1,876,897</b>	<b>\$ 40,495,018</b>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JULY 31, 2021-AND 2020

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	<u>\$ 2,306,447</u>	<u>\$ 1,347,598</u>
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	666,892	570,806
Gain on disposal of assets	(3,398)	(2,450)
Unrealized gain on investments	(1,066,602)	(398,423)
(Increase) decrease in operating assets:		
Contracts receivable	(105,204)	141,978
Accounts receivable	(57,015)	99,970
Prepaid expenses	23,150	(64,645)
Increase (decrease) in operating liabilities:		
Accounts payable	(37,405)	71,424
Accrued payroll and payroll taxes	97,663	43,876
Accrued compensated absences	(45,804)	110,482
Accrued other liabilities	10,435	(174,692)
Refundable advances	1,087,338	(691,943)
Over applied overhead	(803)	152,740
Tenant security deposits	6,202	(1,201)
Total adjustments	<u>575,449</u>	<u>(142,078)</u>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<u>2,881,896</u>	<u>1,205,520</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of fixed assets	(560,313)	(1,304,678)
Proceeds from sale of fixed assets	48,500	9,400
Purchase of investments, reinvested dividends and capital gains	(227,693)	(298,308)
Deposit to restricted cash accounts	(10,593)	(46,103)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>	<u>(750,099)</u>	<u>(1,639,689)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on long-term debt	(91,051)	(96,173)
<b>CHANGE IN CASH AND CASH EQUIVALENTS</b>	<u>2,040,746</u>	<u>(530,342)</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>6,456,196</u>	<u>6,986,538</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 8,496,942</u>	<u>\$ 6,456,196</u>
<b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	<u>\$ 60,544</u>	<u>\$ 64,542</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

JULY 31, 2021 AND 2020

**NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of the Organization**

Southern New Hampshire Services, Inc. (SNHS) is a nonprofit umbrella corporation that offers an array of services to the elderly, disabled, and low-income households in New Hampshire's Hillsborough County and Rockingham County. The Organization's programs provide assistance in the areas of education, child development, employment, energy and its conservation, housing, and homelessness prevention. The Organization is committed to providing respectful support services and assisting individuals and families in achieving self-sufficiency by helping them overcome the causes of poverty. The primary source of revenues is derived from governmental contracts. Services are provided through Southern New Hampshire Services, Inc. and SNHS Management Corporation.

**Basis of Accounting and Presentation**

The Organization prepares its combined financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; and accordingly reflect all significant receivables, payables, and other liabilities. The financial statement presentation follows the recommendation of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-For-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Under ASU 2016-14, net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

***Net Assets without Donor Restrictions*** - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

***Net Assets with Donor Restrictions*** - Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be fulfilled and removed by actions of the Organization pursuant to those stipulations or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

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

The Organization has no net assets with donor restrictions at July 31, 2021 and 2020.

**Combined Financial Statements**

All significant intercompany items and transactions have been eliminated from the basic combined financial statements. The combined financial statements include the accounts of SNHS Management Corporation because Southern New Hampshire Services, Inc. controls more than 50% of the voting power.

**Use of Estimates**

The preparation of combined financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results may differ from these amounts.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

**NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Cash and Cash Equivalents**

For the purpose of the combined statements of cash flows, the Organization considers all unrestricted highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization has no cash equivalents at July 31, 2021 and 2020.

**Current Vulnerabilities Due to Certain Concentrations**

The Organization maintains its cash balances at several financial institutions located in New Hampshire and Maine. The balances are insured by the Federal Deposit Insurance Organization (FDIC) up to \$250,000 per financial institution. In addition, on October 2, 2008, the Organization entered into an agreement with its principal banking partner to collateralize deposits in excess of the FDIC insurance limitation on some accounts. The balances, at times, may exceed amounts covered by the FDIC and collateralization agreements. It is the opinion of management that there is no significant risk with respect to these deposits at either July 31, 2021 and 2020.

**Accounts and Contracts Receivable**

All accounts and contracts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Receivables are recorded on the accrual basis of accounting primarily based on reimbursable contracts, grants, and agreements. Balances outstanding after management has used reasonable collection efforts are written off through a charge to bad debt expense and a credit to the applicable accounts receivable. Management does not believe an allowance for uncollectible accounts receivable is necessary at July 31, 2021 and 2020.

**Support and Revenue Recognition**

*Contracts with Customers*

Program fees are reported at the amount that reflects the consideration to which the Organization expects to be entitled for providing childcare services to its clients.

Generally, the Organization bills customers and third-party payors several days after the services are performed. Revenue is recognized as performance obligations are satisfied. Performance obligations are determined based on the nature of the services provided by the Organization. The Organization measures the performance obligations of its childcare services to the point when it is no longer required to provide services to the client, which is generally weekly for childcare services. These services are considered to be a single performance obligation. Revenue for performance obligations satisfied at a point in time is recognized when services are provided, and the Organization does not believe it is required to provide additional services to the client.

Based on the nature of services provided by the Organization and due to the fact that all of the Organization's performance obligations related to contracts with a duration of less than one year, the Organization has elected to apply the optional exemption provided in FASB ASC 606-10-50-14(a) and, therefore is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

The transaction price for childcare services is based on standard charges for services provided to clients. Under the terms of the State of New Hampshire Department of Health and Human Services childcare subsidy programs, reimbursement for childcare services provided may differ from established rates. It is the Organization's policy to set its rates to be consistent with current reimbursement rates. Therefore, amounts due do not include significant variable consideration subject to retroactive revenue adjustments due to settlement of reviews and audits.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS  
(Continued)

JULY 31, 2021 AND 2020

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**Support and Revenue Recognition - Continued**

*Contracts with Customers - Continued*

The Organization has elected to apply the practical expedient allowed under FASB ASC 606-10-10-4 for applying the revenue standard to a portfolio of contracts with similar characteristics. The Organization accounts for the contracts within each portfolio as a collective group, rather than individual contracts, based on the payment pattern expected in each portfolio category and the similar nature and characteristics of the clients within each portfolio. The portfolios consist of major payor classes for childcare services. Based on historical collection trends and other analysis, the Organization has concluded that revenue for a given portfolio would not be materially different than if accounting for revenue on a contract-by-contract basis.

The Organization has also elected to apply the practical expedient allowed under FASB ASC 606-10-32-18 for the financing component, as the period of time between the service being provided and the time that the client or third-party payor pays for the service is typically one year or less.

*Private Grant Revenue and Contributions*

Private grant contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions, if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the combined statements of activities as net assets released from restrictions.

*Grants and Support*

Grant revenue is derived from various federal grant agreements and various state and private entity pass-through grant agreements and contracts to provide funding support of the Organization's programs and services provided by the Organization including childcare, child development, social, health, nutrition, employment, language, energy, and special needs services to families enrolled in the Organization's programs. The Organization has evaluated its grant agreements against applicable accounting standard guidance and determined that the grant agreements are contributions (nonreciprocal transaction) conditioned upon certain performance requirements and/or incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenses in compliance with specific provisions of the grant agreements. Refundable advances result from unexpended balances from these conditional contributions and will be subsequently recognized as contribution revenue when donor conditions are met. Federal and state grant revenue comprised approximately 93% and 91% of total revenue in the fiscal years ended July 31, 2021 and 2020, respectively.

*In-Kind Donations*

In-kind revenues and expenses represent fair market value of volunteer services and non-paid goods which were donated to the Organization during the current fiscal year. All in-kind revenues in the fiscal year 2021 and 2020 were generated through the Head Start and Economic Workforce Development programs. Since the recognition criteria is not met under financial accounting standards, no in-kind revenues are recognized as contributions in the combined financial statements and the in-kind expenses have been eliminated.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

---

**NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Investments**

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the combined statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying combined statements of activities.

**Fixed Assets**

Fixed assets acquired by the Organization are capitalized at cost if purchased or fair value if donated. It is the Organization's policy to capitalize expenditures for these items in excess of \$5,000. Major additions and renewals are capitalized, while repairs and maintenance are expensed as incurred. Depreciation is calculated using the straight-line basis over the estimated useful lives of the assets, which range from three to forty years. Depreciation expense for July 31, 2021 and 2020 was \$666,892 and \$570,806, respectively.

Fixed assets purchased with grant funds are owned by the Organization while used in the program for which they were purchased or in other future authorized programs. However, the various funding sources have a reversionary interest in the fixed assets purchased with grant funds. The disposition of fixed assets, as well as the ownership of any proceeds is subject to funding source regulations.

**Advertising**

The Organization uses advertising to promote programs among the people it serves. The production costs of advertising are expensed as incurred.

**Functional Allocation of Expenses**

The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated by management based on effort. Supporting services are those related to operating and managing the Organization and its programs on a day-to-day basis. Supporting services have been sub-classified as follows:

*Management and General* - includes all activities related to the Organization's internal management.

**Subsequent Events**

Management has made an evaluation of subsequent events through March 3, 2022, which represents the date on which the combined financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of these combined financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**Recently Adopted Accounting Pronouncements**

*Revenue Recognition*

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers*, to clarify the principles for recognizing revenue and to develop a common revenue standard for U.S. GAAP and International Financial Reporting Standards. The core principle of the guidance requires entities to recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The ASU was effective for fiscal periods beginning after December 15, 2018, however ASU 2020-05, *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842) – Effective Dates for Certain Entities*, allowed for a one-year deferral for implementation due to the coronavirus pandemic. The Organization implemented the guidance for the year ended July 31, 2021 combined financial statements. The adoption of this update did not result in adjustments to net assets, or any other account balance and no account has been affected in the current period by the application of the guidance.

*Contributions*

In June 2018, the FASB issued ASU No. 2018-08: *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The issuance of this ASU was in response to the difficulty and diversity in practice of distinguishing between exchange transactions (reciprocal) and contributions (nonreciprocal), as well as distinguishing between conditional and unconditional contributions. The guidance is effective for the Organization's fiscal years beginning after June 15, 2018, with early adoption permitted. Management has adopted the ASU effective August 1, 2020, on a modified prospective basis. As a result, this ASU has been applied to the portion of revenue that has not been recognized before the effective date in accordance with current guidance. No prior period results have been restated, and there has been no cumulative-effect adjustment to the opening balance of net assets on August 1, 2020.

**Recent Accounting Pronouncements**

*Leases*

In February 2016, the FASB released ASU 2016-02, *Leases* (Topic 842), which provides users of the financial statements a more accurate picture of the assets and the long-term financial obligations of organizations that lease. The standard is for a dual-model approach; a lessee will account for most existing capital leases as Type A leases, and most existing operating leases as Type B leases. Both will be reported on the statement of financial condition of the organization for leases with a term exceeding 12 months. Lessors will see changes as well, primarily made to align with the revised model. The guidance is effective for non-public entities for fiscal years beginning after December 15, 2021, with early adoption permitted. The Organization will implement the guidance in its July 31, 2023 consolidated financial statements. Management is currently evaluating the impact of adoption on the Organization's financial statements.

NOTE 2: RESTRICTED CASH

The Organization, as stipulated in many of the loan agreements associated with the housing projects included in SNHS Management Corporation, is required to maintain separate accounts, and make monthly deposits into certain restricted reserves for the replacement of property and other expenditures. In addition, the Organization is required to maintain separate accounts for tenant security deposits and any surplus cash that may result from annual operations. These accounts are also not available for operating purposes and generally need additional approval from oversight agencies before withdrawal and use of these funds can occur.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

---

**NOTE 3: FAIR VALUE MEASUREMENTS**

The framework for measuring fair value provides 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 unobservable inputs (Level 3 measurements). Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

The three levels of the fair value hierarchy under Financial Accounting Standards Board Accounting Standards Codification 820, *Fair Value Measurements*, are described as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the organization has the ability to access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly, such as:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs that are unobservable for the asset or liability.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at July 31, 2021 and 2020.

*Mutual Funds:* Valued at the net asset value of shares held on the last trading day of the fiscal year, which is the basis for transactions at that date.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS  
(Continued)

JULY 31, 2021 AND 2020

NOTE 3: FAIR VALUE MEASUREMENTS (Continued)

The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value as of July 31, 2021 and 2020:

	2021			
	(Level 1)	(Level 2)	(Level 3)	Total
Mutual Funds	\$10,396,716	\$ -	\$ -	\$10,396,716

	2020			
	(Level 1)	(Level 2)	(Level 3)	Total
Mutual Funds	\$9,102,421	\$ -	\$ -	\$9,102,421

NOTE 4: INVESTMENTS

The following is a summary of investments as of July 31:

	2021			2020		
	Cost	Fair Market Value	Unrealized Gains	Cost	Fair Market Value	Unrealized - Gains
Mutual Funds	\$8,839,069	\$10,396,716	\$1,557,648	\$8,611,376	\$9,102,421	\$491,045

The activities of the Organization's investment account are summarized as follows:

	2021	2020
Fair Value - Beginning of Year	\$9,102,421	\$8,405,690
Dividends and Capital Gains	227,692	298,308
Unrealized Gains	1,066,603	398,423
Fair Value - End of Year	\$10,396,716	\$9,102,421

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

**NOTE 5: AVAILABILITY AND LIQUIDITY**

The Organization's financial assets available for expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date comprise the following as of July 31:

	<u>2021</u>	<u>2020</u>
Cash and Cash Equivalents	\$ 8,496,942	\$ 6,456,196
Investments	10,396,716	9,102,421
Grants Receivable	3,451,639	3,346,435
Accounts Receivable	<u>778,610</u>	<u>721,595</u>
Total financial assets available within one year	<u>\$23,123,907</u>	<u>\$19,626,647</u>

None of the financial assets are subject to donor or other contractual restrictions. Accordingly, all such funds are available to meet the needs of the Organization in the next 12 months. In addition, the Organization maintains several reserve funds for property taxes, insurance expenses, and repair and replacement or emergency needs which are required by financing authorities. These funds may be withdrawn only with the approval of the financing authority and are not considered by the Organization to have donor restrictions.

The Organization manages its liquidity by developing and adopting annual operating budgets that provide sufficient funds for general expenditures in meeting its liabilities and other obligations as they become due.

**NOTE 6: LONG-TERM DEBT**

The following is a summary of long-term debt as of July 31:

	<u>2021</u>	<u>2020</u>
<u>SNHS, Inc.</u>		
Mortgage payable to City of Manchester, secured by real estate located in Manchester, NH. A balloon payment of \$11,275 was due on June 30, 2010. Interest is at 0.000%. SNHS, Inc. is currently negotiating with the City of Manchester to obtain forgiveness.	\$ 11,275	\$ 11,275
Mortgage payable to bank, secured by real estate located on Temple St., Nashua, NH, payable in fixed monthly principal installments of \$1,833 plus interest through 2020. The note was refinanced on October 1, 2020, payable in monthly installments of \$2,182 plus interest through 2030. Interest is at 4.000% at July 31, 2021 and 2020.	<u>200,776</u>	<u>218,502</u>
<u>Subtotal</u>	<u>\$ 212,051</u>	<u>\$ 229,777</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS  
(Continued)

JULY 31, 2021 AND 2020

NOTE 6: LONG-TERM DEBT (Continued)

	<u>2021</u>	<u>2020</u>
<u>Subtotal Carried Forward</u>	<u>\$ 212,051</u>	<u>\$ 229,777</u>
<u>SNHS Management Corporation</u>		
Mortgage payable to New Hampshire Housing Authority secured by real estate located on Pleasant St., Epping, NH, payable in monthly installments of \$1,084 including interest through 2042. Interest is at 3.500%.	188,106	194,418
Mortgage payable to City of Nashua secured by real estate located on Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	900,000	900,000
Note payable to City of Nashua secured by real estate located on Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	20,000	20,000
Mortgage payable to New Hampshire Community Loan Fund secured by real estate located on, Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	250,000	250,000
Mortgage payable to bank, secured by real estate located on West Pearl St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 40 years. Interest is at 0.000%.	170,000	170,000
Mortgage payable to bank, secured by real estate located on Allids St., Nashua, NH, payable in fixed monthly principal installments of \$2,613 plus interest through 2021. Interest is at 2.906% at July 31, 2021 and 2020.		26,131
Mortgage payable to MH Parsons and Sons Lumber, secured by real estate located on Crystal Ave., Derry, NH, payable in monthly installments of \$3,715 including interest through 2031. Interest is at 5.500%.	348,801	373,238
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH, payable in monthly installments of \$3,327 including interest through 2033. Interest is at 7.000%.	<u>326,332</u>	<u>342,777</u>
<u>Subtotal</u>	<u>\$2,415,290</u>	<u>\$2,506,341</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

NOTE 6: LONG-TERM DEBT (Continued)

	<u>2021</u>	<u>2020</u>
<u>Subtotal Carried Forward</u>	<u>\$2,415,290</u>	<u>\$2,506,341</u>
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.000%.	392,924	392,924
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.000%.	<u>150,000</u>	<u>150,000</u>
	2,958,214	3,049,265
Less: Current Portion	<u>79,998</u>	<u>100,012</u>
Long-term debt, net of current portion	<u>\$2,878,216</u>	<u>\$2,949,253</u>

Principal maturities of long-term debt are as follows as of July 31:

2022	\$ 79,998
2023	72,455
2024	76,399
2025	80,571
2026	84,984
Thereafter	<u>2,563,807</u>
Total	<u>\$2,958,214</u>

NOTE 7: OPERATING LEASES

The Organization leases various facilities and equipment under several operating leases. Total lease payments for the years ended July 31, 2021 and 2020 equaled \$865,098 and \$681,354, respectively. The leases expire at various times through October 2025. Some of the leases contain renewal options that are contingent upon federal funding and some contain renewal options subject to renegotiation of lease terms. Annual leases with the Organization for the years ended July 31, 2021 and 2020 totaled \$222,117 and \$133,204, respectively. These leases have been eliminated in the combined financial statements.

The following is a schedule of future minimum lease payments for the operating leases as of July 31:

2022	\$ 266,156
2023	77,617
2024	37,598
2025	<u>36,096</u>
Total	<u>\$,417,467</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS  
(Continued)

JULY 31, 2021 AND 2020

---

**NOTE 8: RETIREMENT BENEFITS**

The Organization has an Employer-Sponsored 403(b) plan offering coverage to all of its employees. Participating employees must contribute at least 1% of their wages, while the Organization contributes 10% of their wages. The pension expense for the years ended July 31, 2021 and 2020 was \$1,012,187 and \$940,492, respectively.

**NOTE 9: RISKS AND UNCERTAINTIES**

The Organization is operated in a heavily regulated environment. The operations of the Organization are subject to the administrative directives, rules, and regulations of federal, state, and local regulatory agencies. Such administrative directives, rules, and regulations are subject to change by an act of Congress or Legislature. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

**NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES**

The Organization receives grant funding from various sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not yet been determined.

**Cotton Mill Square**

In 2015, SNHS Management Corporation entered into a contract as part of the Community Development Investment Tax Credit Program with the Community Development Finance Authority (CDFA) and was awarded \$1,000,000 to provide funding for the development and adaptive reuse of an abandoned historic cotton mill in downtown Nashua, NH. Under this program, the Project (Cotton Mill Square) created 109 units of housing and was required to reserve 55 of these units for low to moderate income households.

As stipulated by the contract and after a 20% program fee retained by the CDFA, SNHS Management Corporation entered into a subrecipient agreement with the owners of the Project (Cotton Mill Square LLC) to provide a promissory note and mortgage of the remaining award amount of \$800,000. The 20 year note to Cotton Mill Square LLC is non-interest bearing and the principal is forgivable at a rate of 5% each year the Project maintains the required minimum of 55 low to moderate income household units.

The Cotton Mill Square Project was awarded the certificate of occupancy on August 22, 2014 and remains in full compliance with the required regulations as of July 31, 2021 and 2020. SNHS Management Corporation feels that it is extremely unlikely that the Project will fall into noncompliance in future periods. Therefore, SNHS Management Corporation has not recorded any contingent receivable or liability related to this transaction. The note repayment is accelerated if the units fall out of compliance.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2021 AND 2020

---

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES (Continued)

Cotton Mill Square (Continued)

In October of 2017, the subrecipient agreement with Cotton Mill Square LLC was amended to cease the annual 5% debt forgiveness. This modification effectively holds the promissory note balance at \$720,000 which will now be forgiven in full at the end of the agreement as long as the Project maintains compliance with the original agreement's terms. This modification did not change the contingent receivable or liability with SNHS Management Corporation.

Coronavirus Pandemic

An outbreak of a novel strain coronavirus (COVID-19) has spread to the U.S. and in March 2020, the World Health Organization characterized COVID-19 as a pandemic. The Organization was unable to meet its matching requirements in accordance with the terms of its Head Start Programs grant award due to the COVID-19 pandemic but received a waiver from DHHS to remain in compliance. Many programs that historically had direct contact with participants were closed or changed significantly while staff was retained. However, the extent of the future impact of COVID-19 on the Organization's operational and financial performance is not known as of the date these financial statements were issued, but management will continue to monitor conditions as the COVID-19 pandemic continues and take further action if considered necessary.

**OUELLETTE & ASSOCIATES, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.  
Michael R. Dunn, C.P.A.  
Jonathan A. Hussey, C.P.A., M.S.T.  
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.  
Gary A. Wigant, C.P.A.  
C. Joseph Wolverton, Jr., C.P.A.

**INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION**

To the Board of Directors of  
Southern New Hampshire Services, Inc. and Affiliate  
Manchester, New Hampshire

We have audited the combined financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) and affiliate as of and for the years ended July 31, 2021 and 2020, and our report thereon dated March 3, 2022, which contained an unmodified opinion on those combined financial statements, appears on page 1. Our audits were performed for the purpose of forming an opinion on the combined financial statements as a whole.

The combining information in Schedules A and B (pages 23-24), the schedules of revenues and expenses - by grant (pages 25-29), required by the State of New Hampshire Governor's Office of Strategic Initiatives, and the required schedules and financial information for Whispering Pines II, J.B. Milete Manor, and Sherburne Woods (pages 30-49), required by the New Hampshire Housing Finance Authority are presented for purposes of additional analysis and are not a required part of the combined 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 combined financial statements. The combining information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined 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 combined financial statements as a whole.

*Ouellette & Associates, P.A.*  
Certified Public Accountants

March 3, 2022  
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
COMBINING SCHEDULE OF FINANCIAL POSITION  
JULY 31, 2021

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash	\$ 175,062	\$ 8,321,880	\$ 8,496,942	\$ -	\$ 8,496,942
Investments	-	10,396,716	10,396,716	-	10,396,716
Grants receivable	3,419,743	31,896	3,451,639	-	3,451,639
Accounts receivable	-	778,610	778,610	-	778,610
Prepaid expenses	76,089	60,603	136,692	-	136,692
Due from other corporations	3,926,838	(1,325,081)	2,401,757	(2,401,757)	-
<b>Total current assets</b>	<b>7,597,732</b>	<b>18,064,624</b>	<b>25,662,356</b>	<b>(2,401,757)</b>	<b>23,260,599</b>
<b>FIXED ASSETS</b>					
Land	619,910	2,426,008	3,045,918	-	3,045,918
Buildings and improvements	2,221,578	11,343,738	13,565,316	-	13,565,316
Vehicles and equipment	1,320,322	254,700	1,575,022	-	1,575,022
<b>Total fixed assets</b>	<b>4,161,810</b>	<b>14,024,446</b>	<b>18,186,256</b>	<b>-</b>	<b>18,186,256</b>
Less - accumulated depreciation	1,683,134	4,521,319	6,204,453	-	6,204,453
<b>Net fixed assets</b>	<b>2,478,676</b>	<b>9,503,127</b>	<b>11,981,803</b>	<b>-</b>	<b>11,981,803</b>
<b>OTHER ASSETS</b>					
Restricted cash	29,235	439,041	468,276	-	468,276
<b>TOTAL ASSETS</b>	<b>\$ 10,105,643</b>	<b>\$ 28,006,792</b>	<b>\$ 38,112,435</b>	<b>\$ (2,401,757)</b>	<b>\$ 35,710,678</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Current portion of long-term debt	\$ 29,770	\$ 50,228	\$ 79,998	\$ -	\$ 79,998
Accounts payable	624,231	67,464	691,695	-	691,695
Accrued payroll and payroll taxes	254,234	933,110	1,187,344	-	1,187,344
Accrued compensated absences	-	424,497	424,497	-	424,497
Accrued other liabilities	50,755	12,691	63,446	-	63,446
Refundable advances	1,424,138	-	1,424,138	-	1,424,138
Over applied overhead	179,676	-	179,676	-	179,676
Tenant security deposits	30,528	58,704	89,232	-	89,232
Due to other corporations	1,341,985	1,059,772	2,401,757	(2,401,757)	-
<b>Total current liabilities</b>	<b>3,935,317</b>	<b>2,606,466</b>	<b>6,541,783</b>	<b>(2,401,757)</b>	<b>4,140,026</b>
<b>LONG-TERM LIABILITIES</b>					
Long-term debt, less current portion	182,281	2,695,935	2,878,216	-	2,878,216
<b>TOTAL LIABILITIES</b>	<b>4,117,598</b>	<b>5,302,401</b>	<b>9,419,999</b>	<b>(2,401,757)</b>	<b>7,018,242</b>
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<b>5,988,045</b>	<b>22,704,391</b>	<b>28,692,436</b>	<b>-</b>	<b>28,692,436</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 10,105,643</b>	<b>\$ 28,006,792</b>	<b>\$ 38,112,435</b>	<b>\$ (2,401,757)</b>	<b>\$ 35,710,678</b>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
COMBINING SCHEDULE OF ACTIVITIES  
FOR THE YEAR ENDED JULY 31, 2021**

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
<b>REVENUES, GAINS AND OTHER SUPPORT</b>					
Grant revenue	\$ 57,946,613	\$ -	\$ 57,946,613	\$ (287,311)	\$ 57,659,302
Program service fees	2,329	820,333	822,662	-	822,662
Local funding	-	193,876	193,876	-	193,876
Rental income	-	1,227,156	1,227,156	-	1,227,156
Gifts and other contributions	185,272	116,149	301,421	-	301,421
Interest income	155	228,825	228,980	-	228,980
Unrealized gain on investments	-	1,066,602	1,066,602	-	1,066,602
In-kind	1,203,823	-	1,203,823	(1,203,823)	-
Miscellaneous	550,075	417,033	967,108	(222,870)	744,238
<b>TOTAL REVENUES, GAINS AND OTHER SUPPORT</b>	<b>59,888,267</b>	<b>4,069,974</b>	<b>63,958,241</b>	<b>(1,714,004)</b>	<b>62,244,237</b>
<b>EXPENSES</b>					
Program services:					
Child Development	10,924,838	-	10,924,838	(1,318,095)	9,606,743
Community Services	1,584,270	-	1,584,270	(220,564)	1,363,706
Economic and Workforce Dev.	5,803,292	-	5,803,292	(16,993)	5,786,299
Energy	10,751,835	-	10,751,835	(85,428)	10,666,407
Language and Literacy	302,502	-	302,502	-	302,502
Housing and Homeless	23,361,206	-	23,361,206	(869)	23,360,337
Nutrition and Health	2,127,132	-	2,127,132	(15,872)	2,111,260
Special Projects	2,317,313	-	2,317,313	(560)	2,316,753
Volunteer Services	112,210	-	112,210	-	112,210
SNHS Management Corporation	-	2,418,115	2,418,115	(50,436)	2,367,679
Total program services	57,284,598	2,418,115	59,702,713	(1,708,817)	57,993,896
Support services:					
Management and general	1,949,081	-	1,949,081	(5,187)	1,943,894
<b>TOTAL EXPENSES</b>	<b>59,233,679</b>	<b>2,418,115</b>	<b>61,651,794</b>	<b>(1,714,004)</b>	<b>59,937,790</b>
<b>CHANGE IN NET ASSETS</b>	<b>654,588</b>	<b>1,651,859</b>	<b>2,306,447</b>	<b>-</b>	<b>2,306,447</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>5,333,457</b>	<b>21,052,532</b>	<b>26,385,989</b>	<b>-</b>	<b>26,385,989</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 5,988,045</b>	<b>\$ 22,704,391</b>	<b>\$ 28,692,436</b>	<b>\$ -</b>	<b>\$ 28,692,436</b>

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SCHEDULE OF REVENUES AND EXPENSES - BY GRANT**

**FOR THE YEAR ENDED JULY 31, 2021**

State of NH Governor's Office of Strategic Initiatives  
 Head start Program  
 For the Period  
 August 1, 2020 to July 31, 2021  
 Fund # 305

**REVENUES**

Program funding	\$ 5,744,821
In-kind	1,055,443
Allocated corporate, unrestricted revenue	<u>18,027</u>
Total revenue	<u>6,818,291</u>

**EXPENSES**

Payroll	2,971,787
Payroll taxes	222,486
Fringe benefits	1,002,519
Workers comp. insurance	67,870
Retirement benefits	218,254
Consultant and contractual	41,070
Travel and transportation	27,457
Occupancy	353,209
Advertising	434
Supplies	189,024
Equip. rentals and maintenance	2,213
Insurance	13,873
Telephone	34,794
Postage	1,119
Printing and publications	40
Depreciation	24,089
Assistance to clients	12,259
Other expense	61,278
Miscellaneous	24,106
In-kind	1,055,443
Administrative costs	<u>494,967</u>
Total expenses	<u>6,818,291</u>

Excess of expenses over revenue

\$ -

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
 SCHEDULE OF REVENUES AND EXPENSES - BY GRANT  
 FOR THE YEAR ENDED JULY 31, 2021

State of NH Governor's Office of Strategic Initiatives  
 LIHEAP Program  
 For the Period  
 October 1, 2020 to July 31, 2021  
 Fund # 630-20

**REVENUES**

Program funding	\$ 8,010,833
Other revenue	50
Allocated corporate unrestricted revenue	2,167
Total revenue	<u>8,013,050</u>

**EXPENSES**

Payroll	236,761
Payroll taxes	17,758
Fringe benefits	82,919
Workers comp. insurance	590
Retirement benefits	15,257
Consultant and contractual	18,181
Travel and transportation	5,301
Conference and meetings	328
Occupancy	47,143
Advertising	366
Supplies	18,751
Equip. rentals and maintenance	1,805
Insurance	835
Telephone	15,952
Postage	13,273
Printing and publications	3,006
Subscriptions	285
Program support	39,653
Depreciation	2,163
Assistance to clients	7,448,172
Other expense	5
Miscellaneous	599
Administrative costs	43,947
Total expenses	<u>8,013,050</u>

Excess of expenses over revenue

\$ -

SOUTHERN-NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY GRANT

FOR THE YEAR ENDED JULY 31, 2021

State of NH Governor's Office of Strategic Initiatives  
 LIHEAP Program  
 For the Period  
 August 1, 2020 to September 30, 2020  
 Fund # 630-19

**REVENUES**

Program funding	\$ 137,270
Total revenue	<u>137,270</u>

**EXPENSES**

Payroll	66,838
Payroll taxes	5,031
Fringe benefits	25,140
Workers comp. insurance	189
Retirement benefits	3,732
Consultant and contractual	5,533
Travel and transportation	857
Occupancy	7,200
Advertising	50
Supplies	2,678
Equip. rentals and maintenance	460
Insurance	1,807
Telephone	2,089
Postage	1,217
Program support	3,649
Assistance to clients	(343)
Miscellaneous	28
Administrative costs	<u>11,115</u>
Total expenses	<u>137,270</u>

Excess of expenses over revenue	<u>\$ -</u>
---------------------------------	-------------

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE  
 SCHEDULE OF REVENUES AND EXPENSES - BY GRANT  
 FOR THE YEAR ENDED JULY 31, 2021

State of NH Governor's Office of Strategic Initiatives  
 Early Head start Program  
 For the Period  
 August 1, 2020 to July 31, 2021  
 Fund # 300

**REVENUES**

Program funding	\$ 1,434,114
In-kind	121,208
Allocated corporate unrestricted revenue	<u>12,213</u>
Total revenue	<u>1,567,535</u>

**EXPENSES**

Payroll	767,184
Payroll taxes	57,829
Fringe benefits	222,132
Workers comp. insurance	17,389
Retirement benefits	49,041
Consultant and contractual	3,525
Travel and transportation	3,077
Occupancy	86,815
Advertising	75
Supplies	35,540
Equip. rentals and maintenance	42
Insurance	2,203
Telephone	21,161
Postage	55
Interest	9,335
Depreciation	29,938
Other expense	17,130
Miscellaneous	980
In-kind	121,208
Administrative costs	<u>122,876</u>
Total expenses	<u>1,567,535</u>

Excess of expenses over revenue \$ -

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**

**SCHEDULE OF REVENUES AND EXPENSES - BY GRANT**

**FOR THE YEAR ENDED JULY 31, 2021**

**Electric Energy Assistance**

For the Period  
August 1, 2020 to July 31, 2021  
Fund # 665

**REVENUES**

Other revenue	\$ 669,174
Allocated corporate unrestricted revenue	1,018
<b>Total revenue</b>	<u>670,192</u>

**EXPENSES**

Payroll	323,953
Payroll taxes	24,492
Fringe benefits	106,513
Workers comp. insurance	828
Retirement benefits	20,855
Consultant and contractual	23,368
Travel and transportation	3,189
Conference and meetings	328
Occupancy	53,321
Advertising	416
Supplies	24,416
Equip. rentals and maintenance	2,265
Insurance	2,424
Telephone	13,720
Postage	9,501
Printing and publications	3,006
Subscriptions	285
Depreciation	787
Other expense	5
Miscellaneous	347
Administrative costs	56,173
<b>Total expenses</b>	<u>670,192</u>

**Excess of expenses over revenue**

\$

WHISPERING PINES II  
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)  
(PROJECT No. A199991-046)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2021 AND 2020

	<i>ASSETS</i>	
	<u>2021</u>	<u>2020</u>
<b>CURRENT ASSETS</b>		
Cash - Operations	\$ 30,530	15,319
Prepaid Expenses	7,405	8,433
Total Current Assets	<u>37,935</u>	<u>23,752</u>
<b>DEPOSITS HELD IN TRUST, FUNDED</b>		
Tenant Security Deposits	<u>12,884</u>	<u>11,484</u>
<b>RESTRICTED DEPOSITS AND FUNDED RESERVES</b>		
Replacement Reserve	21,712	40,591
Operating Reserve	79,373	79,253
Tax Escrow	5,228	8,531
Insurance Escrow	2,911	2,791
Total Restricted Deposits and Funded Reserves	<u>109,224</u>	<u>131,166</u>
<b>RENTAL PROPERTY</b>		
Land	166,600	166,600
Building and Building Improvements	592,108	580,758
Total Rental Property	<u>758,708</u>	<u>747,358</u>
Less Accumulated Depreciation	75,722	59,301
Net Rental Property	<u>682,986</u>	<u>688,057</u>
<b>TOTAL ASSETS</b>	<u>\$ 843,029</u>	<u>\$ 854,459</u>
	<i>LIABILITIES AND NET ASSETS</i>	
<b>CURRENT LIABILITIES</b>		
Current Portion of Mortgage Loan Payable	\$ 6,537	\$ 6,312
Accounts Payable	2,488	5,548
Accrued Expenses	38	205
Total Current Liabilities	<u>9,063</u>	<u>12,065</u>
<b>DEPOSIT LIABILITIES</b>		
Tenant Security Deposit Liability	<u>12,884</u>	<u>11,484</u>
<b>LONG-TERM LIABILITIES</b>		
Due to Affiliate	29,019	18,312
Mortgage Loan Payable, Net of Current Portion	181,569	188,106
Total Long-Term Liabilities	<u>210,588</u>	<u>206,418</u>
Total Liabilities	<u>232,535</u>	<u>229,967</u>
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>610,494</u>	<u>624,492</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 843,029</u>	<u>\$ 854,459</u>

WHISPERING PINES II  
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)  
(PROJECT No. A199991-046)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
<b>RENTAL OPERATIONS</b>		
<i>Income</i>		
Tenant Rental Income	\$ 170,685	\$ 171,842
Laundry Income	2,475	2,275
Other Income	1,684	1,466
Interest Income - Unrestricted	12	14
Interest Income - Restricted	211	1,345
Total Income	<u>175,067</u>	<u>176,942</u>
<i>Expenses (See Schedule)</i>		
Administrative	31,548	42,309
Utilities	45,016	42,448
Maintenance	62,604	39,165
Depreciation	16,421	15,853
Interest - NHHFA Mortgage Note	6,704	6,921
General Expenses	26,772	35,878
Total Expenses	<u>189,065</u>	<u>182,574</u>
<b>CHANGE IN NET ASSETS</b>	<b>(13,998)</b>	<b>(5,632)</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>624,492</b>	<b>630,124</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 610,494</b>	<b>\$ 624,492</b>

WHISPERING PINES II  
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)  
(PROJECT No. A199991-046)

SCHEDULES OF RENTAL OPERATIONS EXPENSES  
FOR THE YEARS ENDED JULY 31, 2021 AND 2020

EXPENSES:	<u>2021</u>	<u>2020</u>
<b>Administrative</b>		
Management Fees	\$ 14,400	\$ 14,400
Salaries and Wages	6,781	16,704
Fringe Benefits	2,033	4,701
Legal Expenses	56	
Telephone	3,153	2,953
Other Administrative Expense	5,125	3,551
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<u>31,548</u>	<u>42,309</u>
<b>Utilities</b>		
Electricity	19,887	20,098
Fuel	8,177	9,677
Water and Sewer	15,713	11,613
Other Utility Expense	1,239	1,060
<b>TOTAL UTILITY EXPENSE</b>	<u>45,016</u>	<u>42,448</u>
<b>Maintenance</b>		
Custodial Supplies	72	318
Trash Removal	2,245	2,064
Snow Removal	10,153	10,951
Grounds/Landscaping	-	17
Elevator Repairs and Contract	3,718	5,045
Repairs (Materials)	37,829	17,218
Operation (Contract)	8,587	3,552
<b>TOTAL MAINTENANCE EXPENSE</b>	<u>62,604</u>	<u>39,165</u>
<b>Depreciation</b>	<u>16,421</u>	<u>15,853</u>
<b>Interest - NHHFA Mortgage Note</b>	<u>6,704</u>	<u>6,921</u>
<b>General Expenses</b>		
Real Estate Taxes	19,163	26,490
Payroll Taxes	516	1,273
Retirement Benefits	631	1,670
Workman's Compensation	385	915
Insurance	6,077	5,530
<b>TOTAL GENERAL EXPENSES</b>	<u>26,772</u>	<u>35,878</u>
<b>TOTAL EXPENSES</b>	<u>\$ 189,065</u>	<u>\$ 182,574</u>

WHISPERING PINES II  
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)  
(PROJECT No. A199991-046)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS  
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2021

**SOURCE OF FUNDS**

**Rental Operations**

**Income**

Tenant Paid Rent	\$ 136,712	
HAP Rent Subsidy	13,973	

**Total Rental Income**

Service Income	2,473	
Interest Income	12	
Commercial Income	-	
Other Income	1,684	

**Total Rental Operations Receipts**

174,856

**Expenses**

Administrative	30,687	
Utilities	43,016	
Maintenance	63,664	
Interest - NHHFA Mortgage Note	6,704	
Interest - Other Notes	-	
General	26,772	
Other	-	

**Total Rental Operations Disbursements**

(174,843)

**Cash Provided by Rental Operations**

13

**Amortization of Mortgage**

6,312

**Cash Provided by Rental Operations**

**After Debt Service**

(6,299)

**OTHER RECEIPTS**

Due to Management Agent	10,707	
-------------------------	--------	--

**Owner Advances**

Transfer from Restricted Cash Reserves and Escrows	68,368	
--	--------	--

79,275

**OTHER DISBURSEMENTS OR TRANSFERS**

Transfers to Restricted Cash Reserves and Escrows	46,413	
---	--------	--

**Purchase of Fixed Assets**

11,350

**Repayment of Owner Advances**

**Other Partnership Expenses**

**Transfers to Tenant Security Deposit Account**

57,765

**Net Increase or (Decrease) in Project Account Cash**

15,211

**Project Account Cash Balance at Beginning of Year**

15,319

**Project Account Cash Balance at End of Year**

30,530

**Composition of Project Account Cash**

**Balance at End of Year**

30,530

**Petty Cash**

**Unrestricted Reserve (if applicable)**

**Decorating Reserve**

**Operating Reserve**

**Other Reserve**

**Total Petty Cash and Unrestricted Reserves**

**Total Project Account Cash**

**at End of Year**

\$ 30,530

WHISPERING PINES II  
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)  
(PROJECT No. A199991-046)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS  
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

**SOURCE OF FUNDS**

**Rental Operations**

**Income**

Tenant Paid Rent	\$ 148,881	
HAP Rent Subsidy	22,961	
	\$ 171,842	

**Total Rental Income**

Service Income	2,275	
Interest Income	14	
Commercial Income	1,466	
Other Income	-	
	175,597	

**Total Rental Operations Receipts**

**Expenses**

Administrative	45,446	
Utilities	42,448	
Maintenance	35,351	
Interest - NHHFA Mortgage Note	6,921	
Interest - Other Notes	-	
General	35,878	
Other	-	
	(166,044)	

**Total Rental Operations Disbursements**

Cash Provided by Rental Operations 9,533

Amortization of Mortgages

6,095

Cash Provided by Rental Operations

After Debt Service 3,458

**OTHER RECEIPTS**

Due to Management Agent	(13,791)	
Owner Advances	-	
Transfer from Restricted Cash Reserves and Escrows	50,659	
	36,868	

**OTHER DISBURSEMENTS OR TRANSFERS**

Transfers to Restricted Cash Reserves and Escrows	43,739	
Purchase of Fixed Assets	-	
Repayment of Owner Advances	-	
Other Partnership Expenses	-	
Transfers to Tenant Security Deposit Account	-	
	43,739	

**Net Increase or (Decrease) in Project Account Cash**

(3,413)

**Project Account Cash Balance at Beginning of Year**

18,732

**Project Account Cash Balance at End of Year**

15,319

**Composition of Project Account Cash  
Balance at End of Year**

15,319

**Petty Cash**

**Unrestricted Reserve (if applicable)**

Decorating Reserve		
Operating Reserve		
Other Reserve		

**Total Petty Cash and Unrestricted Reserves**

**Total Project Account Cash  
at End of Year**

\$ 15,319

WHISPERING PINES II  
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)  
(PROJECT No. A199991-046)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS

FOR THE YEAR ENDED JULY 31, 2021

<u>Description of Fund</u>	<u>Deposits</u>			<u>Withdrawals</u>	
	<u>Balance</u> <u>Beginning of</u> <u>Period</u>	<u>Transfers</u> <u>From</u> <u>Operations</u> <u>Account</u>	<u>Interest</u> <u>Earned</u>	<u>Transfers to</u> <u>Operations</u> <u>Account</u>	<u>Balance</u> <u>End of</u> <u>Period</u>
<b><u>Restricted Accounts:</u></b>					
Insurance Escrow	\$ 2,791	\$ 7,840	\$ 7	\$ 7,727	\$ 2,911
Tax Escrow	8,531	28,375	21	31,699	5,228
Replacement Reserve	40,591	10,200	63	29,142	21,712
Operating Reserve	79,253		120		79,373
<b>Total Restricted Cash Reserves and Escrows</b>	<b>\$ 131,166</b>	<b>\$ 46,415</b>	<b>\$ 211</b>	<b>\$ 68,568</b>	<b>\$ 109,224</b>

SCHEDULE OF SURPLUS CASH CALCULATION

JULY 31, 2021

NET LOSS	\$ (13,998)
ADD: DEPRECIATION	16,421
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	6,312
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	10,200
ADD/DEDUCT NHHFA APPROVED ITEMS Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	29,142
<b>SURPLUS CASH (DEFICIT)</b>	<b>\$ 15,053</b>

**WHISPERING PINES II**  
**(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)**  
**(PROJECT No. A199991-046)**

**YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION**  
**FOR THE YEAR ENDED JULY 31, 2021**

<u>YEAR</u>	<u>MAXIMUM ALLOWABLE DISTRIBUTION</u>	<u>DISTRIBUTION RECEIVED</u>	<u>BALANCE</u>
12/31/2001	\$ 243,855	\$ -	\$ 243,855
12/31/2002	\$ 243,855	\$ -	\$ 487,710
12/31/2003	\$ 243,855	\$ 5,895	\$ 725,670
12/31/2004	\$ 243,855	\$ 7,200	\$ 962,325
12/31/2005	\$ 243,855	\$ -	\$ 1,206,180
12/31/2006	\$ 243,855	\$ 6,120	\$ 1,443,915
12/31/2007	\$ 243,855	\$ -	\$ 1,687,770
12/31/2008	\$ 243,855	\$ -	\$ 1,931,625
12/31/2009	\$ 243,855	\$ -	\$ 2,175,480
12/31/2010	\$ 243,855	\$ -	\$ 2,419,335
12/31/2011	\$ 243,855	\$ -	\$ 2,663,190
12/31/2012	\$ 243,855	\$ -	\$ 2,907,045
12/31/2013	\$ 243,855	\$ 7,200	\$ 3,143,700
12/31/2014	\$ 243,855	\$ -	\$ 3,387,555
12/31/2015	\$ 243,855	\$ -	\$ 3,631,410
7/31/2016	\$ 142,249	\$ -	\$ 3,773,659
7/31/2017	\$ 243,855	\$ -	\$ 4,017,514
7/31/2018	\$ 243,855	\$ -	\$ 4,261,369
7/31/2019	\$ 243,855	\$ -	\$ 4,505,224
7/30/2020	\$ 243,855	\$ -	\$ 4,749,079
7/30/2021	\$ 243,855	\$ -	\$ 4,992,934

J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash - Operations	\$ 17,999	\$ 19,889
Prepaid Expenses	9,077	9,178
Total Current Assets	<u>27,076</u>	<u>29,067</u>
<b>DEPOSITS HELD IN TRUST, FUNDED</b>		
Tenant Security Deposits	<u>16,746</u>	<u>16,316</u>
<b>RESTRICTED DEPOSITS AND FUNDED RESERVES</b>		
Replacement Reserve	99,929	84,264
Operating Reserve	70,015	69,966
Tax Escrow	6,552	6,548
Total Restricted Deposits and Funded Reserves	<u>176,496</u>	<u>160,778</u>
<b>RENTAL PROPERTY</b>		
Land	176,000	176,000
Building and Building Improvements	1,157,330	1,157,330
Total Rental Property	<u>1,333,330</u>	<u>1,333,330</u>
Less Accumulated Depreciation	153,032	121,276
Net Rental Property	<u>1,180,298</u>	<u>1,212,054</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,400,616</u>	<u>\$ 1,418,215</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 2,203	\$ 2,908
Accrued Expenses	1,081	714
Total Current Liabilities	<u>3,284</u>	<u>3,622</u>
<b>DEPOSIT LIABILITIES</b>		
Tenant Security Deposit Liability	<u>16,763</u>	<u>16,332</u>
<b>LONG-TERM LIABILITIES</b>		
Due to Affiliate	49,710	45,834
Mortgage Loan Payable, Net of Current Portion	1,170,000	1,170,000
Total Long-Term Liabilities	<u>1,219,710</u>	<u>1,215,834</u>
Total Liabilities	<u>1,239,757</u>	<u>1,235,788</u>
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>160,859</u>	<u>182,427</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,400,616</u>	<u>\$ 1,418,215</u>

J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
<b>RENTAL OPERATIONS</b>		
<i>Income</i>		
Tenant Rental Income	\$ 206,568	\$ 209,157
Laundry Income	1,527	1,355
Other Income		150
Interest Income - Unrestricted	15	21
Interest Income - Restricted	118	124
Total Income	<u>208,228</u>	<u>210,807</u>
<i>Expenses (See Schedule)</i>		
Administrative	53,312	60,452
Utilities	61,643	59,251
Maintenance	48,666	66,329
Depreciation	31,755	31,397
General Expenses	34,420	32,437
Total Expenses	<u>229,796</u>	<u>249,866</u>
<b>CHANGE IN NET ASSETS</b>	<b>(21,568)</b>	<b>(39,059)</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u><b>182,427</b></u>	<u><b>221,486</b></u>
<b>NET ASSETS - END OF YEAR</b>	<u><b>\$ 160,859</b></u>	<u><b>\$ 182,427</b></u>

J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)  
SCHEDULES OF RENTAL OPERATIONS EXPENSES  
FOR THE YEARS ENDED JULY 31, 2021 AND 2020

EXPENSES:	<u>2021</u>	<u>2020</u>
<u>Administrative</u>		
Advertising	\$ -	\$ 25
Management Fees	17,688	17,688
Salaries and Wages	27,751	28,918
Fringe Benefits	3,582	8,636
Legal Expenses	20	446
Telephone	1,446	1,352
Other Administrative Expense	2,825	3,387
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<u>53,312</u>	<u>60,452</u>
<u>Utilities</u>		
Electricity	33,466	32,400
Fuel	14,900	15,602
Water and Sewer	11,865	10,067
Other Utility Expense	1,412	1,182
<b>TOTAL UTILITY EXPENSE</b>	<u>61,643</u>	<u>59,251</u>
<u>Maintenance</u>		
Custodial Supplies	1,115	689
Trash Removal	2,862	2,617
Snow Removal	7,971	4,170
Elevator Repairs and Contract	6,238	6,047
Repairs (Materials)	26,098	48,763
Repairs (Contract)	4,382	4,043
<b>TOTAL MAINTENANCE EXPENSE</b>	<u>48,666</u>	<u>66,329</u>
<u>Depreciation</u>	<u>31,755</u>	<u>31,397</u>
<u>General Expenses</u>		
Real Estate Taxes	22,098	20,974
Payroll Taxes	2,121	2,225
Workman's Compensation	1,120	827
Retirement Benefits	645	
Insurance	8,436	8,411
<b>TOTAL GENERAL EXPENSES</b>	<u>34,420</u>	<u>32,437</u>
<b>TOTAL EXPENSES</b>	<u>\$ 229,796</u>	<u>\$ 249,866</u>

J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)  
SCHEDULE OF RECEIPTS AND DISBURSEMENTS  
PROJECT OPERATING ACCOUNT  
FOR THE YEAR ENDED JULY 31, 2021

**SOURCE OF FUNDS**

**Rental Operations**

**Income**

Tenant Paid Rent \$ 116,697  
HAP Rent Subsidy 19,871

**Total Rental Income**

Service Income 1,527  
Interest Income 15  
Commercial Income -  
Other Income -

**Total Rental Operations Receipts**

208,110

**Expenses**

Administrative 52,844  
Utilities 61,643  
Maintenance 49,371  
Interest - NHHFA Mortgage Note -  
Interest - Other Notes -  
General 34,420  
Other -

**Total Rental Operations Disbursements**

(198,278)

**Cash Provided by Rental Operations**

9,832

**Amortization of Mortgages**

**Cash Provided by Rental Operations**

**After Debt Service**

9,832

**OTHER RECEIPTS**

Due to Management Agent 3,876

**Owner Advances**

Transfer from Restricted Cash Reserves -

**and Escrows**

3,876

**OTHER DISBURSEMENTS OR TRANSFERS**

Transfers to Restricted Cash Reserves 15,600

**and Escrows**

**Purchase of Fixed Assets**

Repayment of Owner Advances -

**Other Partnership Expenses**

Transfers to Tenant Security Deposit Account (2)

15,598

**Net Increase or (Decrease) in Project Account Cash**

(1,890)

**Project Account Cash Balance at Beginning of Year**

19,889

**Project Account Cash Balance at End of Year**

17,999

**Composition of Project Account Cash**

**Balance at End of Year**

17,999

**Prty. Cash**

**Unrestricted Reserve (if applicable)**

Decorating Reserve -

Operating Reserve -

Other Reserve -

**Total Prty. Cash and Unrestricted Reserves**

**Total Project Account Cash**

**at End of Year**

\$ 17,999

J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)  
SCHEDULE OF RECEIPTS AND DISBURSEMENTS  
PROJECT OPERATING ACCOUNT  
FOR THE YEAR ENDED JULY 31, 2020

**SOURCE OF FUNDS**

Rental Operations

Income

Tenant Paid Rent	\$ 180,736	
HAP Rent Subsidy	28,421	

Total Rental Income

Service Income	1,355	\$ 209,157
Interest Income	21	
Commercial Income	-	
Other Income	150	

Total Rental Operations Receipts

210,683

Expenses

Administrative	62,467	
Utilities	59,251	
Maintenance	64,776	
Interest - NHHFA Mortgage Note	-	
Interest - Other Notes	-	
General	32,437	
Other	-	

Total Rental Operations Disbursements

(218,931)

Cash Provided by Rental Operations

(8,248)

Amortization of Mortgages

Cash Provided by Rental Operations

After Debt Service		<u>(8,248)</u>
--------------------	--	----------------

**OTHER RECEIPTS**

Due to Management Agent	217	
Owner Advances	-	
Transfer from Restricted Cash Reserves and Escrows	112,474	

112,691

**OTHER DISBURSEMENTS OR TRANSFERS**

Transfers to Restricted Cash Reserves and Escrows	15,600	
Purchase of Fixed Assets	-	
Repayment of Owner Advances	85,955	
Other Partnership Expenses	-	
Transfer to Tenant Security Deposit Account	-	

101,555

Net Increase or (Decrease) in Project Account Cash

2,888

Project Account Cash Balance at Beginning of Year

17,001

Project Account Cash Balance at End of Year

19,889

Composition of Project Account Cash

Balance at End of Year		<u>19,889</u>
------------------------	--	---------------

Petty Cash

Unrestricted Reserves (if applicable)

Decorating Reserve		
Operating Reserve		
Other Reserve		

Total Petty Cash and Unrestricted Reserves

Total Project Account Cash

at End of Year		<u>\$ 19,889</u>
----------------	--	------------------

J.B. MILETTE MANOR  
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)  
SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS  
FOR THE YEAR ENDED JULY 31, 2021

<u>Description of Fund</u>	<u>Balance Beginning of Period</u>	<u>Deposits Transfers From Operations Account</u>	<u>Interest Earned</u>	<u>Withdrawals Transfers to Operations Account</u>	<u>Balance End of Period</u>
<b><u>Restricted Accounts:</u></b>					
Tax Escrow	\$ 6,548	\$ -	\$ 4	\$ -	\$ 6,552
Replacement Reserve	84,264	15,600	65	-	99,929
Operating Reserve	69,966	-	49	-	70,015
<b>Total Restricted Cash Reserves and Escrows</b>	<b>\$ 160,778</b>	<b>\$ 15,600</b>	<b>\$ 118</b>	<b>\$ -</b>	<b>\$ 176,496</b>

SCHEDULE OF SURPLUS CASH CALCULATION  
JULY 31, 2021

NET LOSS	\$ (21,568)
ADD: DEPRECIATION	31,755
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	-
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	15,600
ADD/DEDUCT NHHFA APPROVED ITEMS Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	-
<b>SURPLUS CASH (DEFICIT)</b>	<b>\$ (5,413)</b>

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2021 AND 2020

<b>ASSETS</b>	<u>2021</u>	<u>2020</u>
<b>CURRENT ASSETS</b>		
Cash - Operations	\$ 80,916	\$ 100,810
Prepaid Expenses	7,851	7,936
Total Current Assets	<u>88,767</u>	<u>108,746</u>
<b>DEPOSITS HELD IN TRUST, FUNDED</b>		
Tenant Security Deposits	<u>15,517</u>	<u>14,871</u>
<b>RESTRICTED DEPOSITS AND FUNDED RESERVES</b>		
Replacement Reserve	180,572	153,325
Operating Reserve	67,945	67,842
Tax Escrow	6,707	5,927
Insurance Escrow	3,046	3,480
Total Restricted Deposits and Funded Reserves	<u>258,270</u>	<u>230,574</u>
<b>RENTAL PROPERTY</b>		
Land	211,000	211,000
Building and Building Improvements	907,200	907,200
Total Rental Property	<u>1,118,200</u>	<u>1,118,200</u>
Less Accumulated Depreciation	75,935	52,355
Net Rental Property	<u>1,042,265</u>	<u>1,065,845</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,404,819</u>	<u>\$ 1,420,036</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Current Portion of Mortgage Loan Payable	\$ 17,642	\$ 16,453
Accounts Payable	2,214	370
Accrued Expenses	38	
Total Current Liabilities	<u>19,894</u>	<u>16,823</u>
<b>DEPOSIT LIABILITIES</b>		
Tenant Security Deposit Liability	<u>15,467</u>	<u>14,822</u>
<b>LONG-TERM LIABILITIES</b>		
Due to Affiliate	94,862	133,513
Mortgage Loan Payable, Net of Current Portion	851,614	869,248
Total Long-Term Liabilities	<u>946,476</u>	<u>1,002,761</u>
Total Liabilities	<u>981,837</u>	<u>1,034,406</u>
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>422,982</u>	<u>385,630</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,404,819</u>	<u>\$ 1,420,036</u>

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2021 AND 2020

	2021	2020
<b>RENTAL OPERATIONS</b>		
<i>Income</i>		
Tenant Rental Income	\$ 266,018	\$ 250,537
Laundry Income	2,670	2,545
Other Income	1,290	1,084
Interest Income - Unrestricted	53	68
Interest Income - Restricted	370	2,320
Total Income	270,401	256,554
<i>Expenses (See Schedule)</i>		
Administrative	29,567	44,581
Utilities	34,566	33,892
Maintenance	89,326	68,243
Depreciation	23,580	23,580
Interest - NHHFA Mortgage Note	23,473	24,582
General Expenses	32,537	34,005
Total Expenses	233,049	228,883
<b>CHANGE IN NET ASSETS</b>	37,352	27,671
<b>NET ASSETS - BEGINNING OF YEAR</b>	385,630	357,959
<b>NET ASSETS - END OF YEAR</b>	\$ 422,982	\$ 385,630

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

SCHEDULES OF RENTAL OPERATIONS EXPENSES  
FOR THE YEARS ENDED JULY 31, 2021 AND 2020

EXPENSES:	<u>2021</u>	<u>2020</u>
<b>Administrative</b>		
Advertising	\$ 25	\$ 150
Management Fees	18,000	18,000
Salaries and Wages	1,909	16,085
Fringe Benefits	104	4,911
Legal Expenses	284	
Telephone	2,372	2,299
Other Administrative Expense	6,873	3,136
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<u>29,567</u>	<u>44,581</u>
<b>Utilities</b>		
Electricity	20,810	20,299
Fuel	7,886	9,276
Water and Sewer	4,339	2,425
Other Utility Expense	1,531	1,892
<b>TOTAL UTILITY EXPENSE</b>	<u>34,566</u>	<u>33,892</u>
<b>Maintenance</b>		
Custodial Supplies		121
Trash Removal	2,789	3,170
Snow Removal	28,761	21,724
Repairs (Materials)	37,218	43,228
Repairs (Contract)	20,558	
<b>TOTAL MAINTENANCE EXPENSE</b>	<u>89,326</u>	<u>68,243</u>
<b>Depreciation</b>	<u>23,580</u>	<u>23,580</u>
<b>Interest - NHHFA Mortgage Note</b>	<u>23,473</u>	<u>24,582</u>
<b>General Expenses</b>		
Real Estate Taxes	26,926	26,673
Payroll Taxes	146	1,237
Workman's Compensation	105	788
Retirement benefits	144	276
Insurance	5,216	5,031
<b>TOTAL GENERAL EXPENSES</b>	<u>32,537</u>	<u>34,005</u>
<b>TOTAL EXPENSES</b>	<u>\$ 233,049</u>	<u>\$ 228,883</u>

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS  
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2021

**SOURCE OF FUNDS**

Rental Operations

Income

Tenant Paid Rent	\$ 123,489	
HAP Rent Subsidy	142,529	

**Total Rental Income** \$ 266,018

Service Income	2,670	
Interest Income	53	
Commercial Income	-	
Other Income	1,290	

**Total Rental Operations Receipts** 270,031

Expenses

Administrative	29,444	
Utilities	34,566	
Maintenance	87,482	
Interest - NHHFA Mortgage Note	23,473	
Interest - Other Notes	-	
General	32,537	
Other	-	

**Total Rental Operations Disbursements** (207,502)

**Cash Provided by Rental Operations** 62,529

**Amortization of Mortgage** 16,445

**Cash Provided by Rental Operations**

**After Debt Service** 46,084

**OTHER RECEIPTS**

Due to Management Agent           

Owner Advances           

Transfer from Restricted Cash Resources 32,642

and Escrows           

32,642

**OTHER DISBURSEMENTS OR TRANSFERS**

Transfers to Restricted Cash Resources 59,968

and Escrows           

Purchase of Fixed Assets           

Repayment of Owner Advances 38,651

Other Partnership Expenses 1

Transfers to Tenant Security Deposit Account           

98,620

**Net Increase or (Decrease) in Project Account Cash** (19,894)

**Project Account Cash Balance at Beginning of Year** 100,810

**Project Account Cash Balance at End of Year** 80,916

Composition of Project Account Cash

Balance at End of Year 80,916

Part Cash

Unrestricted Reserve (if applicable)           

Decorating Reserve           

Operating Reserve           

Other Reserve           

**Total Part Cash and Unrestricted Reserves**           

**Total Project Account Cash**

**at End of Year** \$ 80,916

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS  
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

**SOURCE OF FUNDS**

Rental Operations

Income

Tenant Paid Rent	\$ 113,921	
HAP Rent Subsidy	136,616	

Total Rental Income

\$ 250,537

Service Income	2,545	
Interest Income	68	
Commercial Income	-	
Other Income	1,084	

Total Rental Operations Receipts

254,234

Expenses

Administrative	46,393	
Utilities	33,892	
Maintenance	72,113	
Interest - NHHFA Mortgage Note	24,582	
Interest - Other Notes	-	
General	34,005	
Other	-	

Total Rental Operations Disbursements

(210,985)

Cash Provided by Rental Operations

43,249

Amortization of Mortgage

15,337

Cash Provided by Rental Operations

27,912

After Debt Service

**OTHER RECEIPTS**

Due to Management Agent

Owner Advances

Transfer from Restricted Cash Reserves

and Escrows

37,340

37,340

**OTHER DISBURSEMENTS OR TRANSFERS**

Transfers to Restricted Cash Reserves

and Escrows

58,154

Purchase of Fixed Assets

Repayment of Owner Advances

(2,081)

Other Partnership Expenses

(1)

Transfers to Tenant Security Deposit Account

56,072

Net Increase or (Decrease) in Project Account Cash

9,180

Project Account Cash Balance at Beginning of Year

91,630

Project Account Cash Balance at End of Year

100,810

Composition of Project Account Cash

Balance at End of Year

100,810

Petty Cash

Unrestricted Reserve (if applicable)

Decorating Reserve

Operating Reserve

Other Reserve

Total Petty Cash and Unrestricted Reserves

Total Project Account Cash

at End of Year

\$ 100,810

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS  
FOR THE YEAR ENDED JULY 31, 2021

<u>Description of Fund</u>	<u>Balance</u> <u>Beginning of</u> <u>Period</u>	<u>Deposits</u> <u>Transfers</u> <u>From</u> <u>Operations</u> <u>Account</u>	<u>Interest</u> <u>Earned</u>	<u>Withdrawals</u> <u>Transfers to</u> <u>Operations</u> <u>Account</u>	<u>Balance</u> <u>End of</u> <u>Period</u>
<u>Restricted Accounts:</u>					
Insurance Escrow	\$ 3,480	\$ 5,219	\$ 7	\$ 5,660	\$ 3,046
Tax Escrow	5,927	27,749	13	26,982	6,707
Replacement Reserve	153,325	27,000	247	-	180,572
Operating Reserve	67,842	-	103	-	67,945
<b>Total Restricted Cash Reserves and Escrows</b>	<b>\$ 230,574</b>	<b>\$ 59,968</b>	<b>\$ 370</b>	<b>\$ 32,642</b>	<b>\$ 258,270</b>

SCHEDULE OF SURPLUS CASH CALCULATION

JULY 31, 2021

NET INCOME	\$ 37,352
ADD: DEPRECIATION	23,580
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	16,445
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	27,000
ADD/DEDUCT NHHFA APPROVED ITEMS	
Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	-
<b>SURPLUS CASH (DEFICIT)</b>	<b>\$ 17,487</b>

SHERBURNE WOODS  
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)  
(PROJECT No. HAP PBA 901-02-05)

YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION  
FOR THE YEAR ENDED JULY 31, 2021

<u>YEAR</u>	<u>MAXIMUM ALLOWABLE DISTRIBUTION</u>	<u>DISTRIBUTION RECEIVED</u>	<u>BALANCE</u>
12/31/2003	\$ 113,850	\$	\$ 113,850
12/31/2004	\$ 113,850	\$	\$ 227,700
12/31/2005	\$ 113,850	\$	\$ 341,550
12/31/2006	\$ 113,850	\$	\$ 455,400
12/31/2007	\$ 113,850	\$	\$ 569,250
12/31/2008	\$ 113,850	\$	\$ 683,100
12/31/2009	\$ 113,850	\$	\$ 796,950
12/31/2010	\$ 113,850	\$	\$ 910,800
12/31/2011	\$ 113,850	\$	\$ 1,024,650
12/31/2012	\$ 113,850	\$	\$ 1,138,500
12/31/2013	\$ 113,850	\$	\$ 1,252,350
12/31/2014	\$ 113,850	\$	\$ 1,366,200
12/31/2015	\$ 113,850	\$	\$ 1,480,050
12/30/2016	\$ 113,850	\$	\$ 1,593,900
12/30/2017	\$ 113,850	\$	\$ 1,707,750
7/31/2018	\$ 66,413	\$	\$ 1,774,163
7/31/2019	\$ 113,850	\$	\$ 1,888,013
7/30/2020	\$ 113,850	\$	\$ 2,001,863
7/30/2021	\$ 113,850	\$	\$ 2,115,713



Southern New Hampshire Services, Inc.

Board of Directors

August 2022

Senator Lou D'Allesandro, Chairman

Dr. Kevin Moriarty, Vice Chairman

Thomas Mullins, Esq., Treasurer

Orville Kerr, Secretary

Representative Sherm Packard

Commissioner Toni Pappas

James Brown

Carrie Marshall Gross

Anna Hamel

Bonnie Henault

Wanda Kennerson

German Ortiz

Peter Ramsey

**SOUTHERN NEW HAMPSHIRE SERVICES, INC.**

The Community Action Partnership serving Hillsborough and Rockingham Counties

Mailing Address: PO Box 5040, Manchester, NH 03108

40 Pine Street, Manchester, NH 03013

Telephone: (603) 668-8010      FAX: (603) 645-6734

**List of Key Administrative Personnel for WAP BIL22  
November 2022**

<b>Title</b>	<b>Name</b>	<b>Annual Salary</b>	<b>Percentage</b>	<b>Amount</b>
Chief Executive Officer	DonnaLee Lozeau	\$201,874	0.00%	0
Chief Operation Officer	Ryan Clouthier	\$129,511	0.00%	0
Chief Financial Officer	James Chaisson	\$145,200	0.00%	0

## **DONNALEE LOZEAU**

### **Community and Civic Involvement- Current**

- NH Community Action Partnership.
- HB4 Cliff Effect Working Group, Co-chair
- Governor's Office for Emergency Relief and Recovery Stakeholders Advisory Board, Chair
- Whole Family Approach to Jobs NH Chapter, Co-chair
- St. Joseph Hospital Board of Directors
- St. Mary's Bank Supervisory Committee, Chair
- NH Healthy Families Board of Directors
- Mary's House Advisory Board
- The Plus Company
- NH Tomorrow Leadership Council
- Eagle Scout Board of Review
- American Council of Young Political Leaders, Alumni Member

### **Community and Civic Involvement- Past**

- Reaching Higher NH
- NH Center for Public Policies Studies
- Governor's Judicial Selection Commission
- Big Brothers Big Sisters Board of Directors, Past President
- Statewide Workforce Innovation Board
- Greater Nashua Dental Connection BOD, Founding Member
- Great American Downtown, Founding Member
- Domestic Violence Coordinating Council Nashua
- US Conference of Mayors
- No Labels
- Fix the Debt

## **EXPERIENCE**

**Southern New Hampshire Services, Inc.**  
Manchester, NH  
(January 2016-Present)

### **Executive Director/CEO**

- Development and oversight of Community Action Partnership serving NH's two largest counties, Hillsborough and Rockingham.
- Cooperation and engagement with local, state and federal agencies and organizations on issues and programs that intersect with the Community Action Mission.
- Work to fundamentally enhance the delivery of service to targeted community to wrap services around clients and streamline the application process by implementing the Whole Family Approach

**City of Nashua, New Hampshire**  
(2008-2016) - Elected

### **Mayor**

- Full time overall day to day management and operations of 2<sup>nd</sup> largest city in the state of NH with development and implementation of \$245 million dollar (2016) annual budget
- Worked with elected boards including Board of Aldermen; Public Works; Board of Education and others to prioritize and balance budget requirements and the needs of the community
- Chaired Board of Public Works and the Finance Committee
- Successfully negotiated the City's purchase of the publicly traded water company (Pennichuck) after a prolonged case before the NHPUC and the NH Supreme Court

**Southern New Hampshire Services, Inc.**  
(1993 - 2008) Manchester, NH

### **Director of Program and Community Development**

- Assessed the need for services throughout Hillsborough County through community outreach by developing partnerships, collaborations and new initiatives with service providers and businesses
- Negotiated purchases and contracts and presented projects before local boards, commissions and departments relative to housing, support services and economic development
- Designed and implemented strategies for developing working relationships with town and city officials, local service providers and appropriate private sector officials in order to project a positive image of Southern New Hampshire Services, Inc.
- Founded Mary's House 40 units of housing for homeless women and developed 219 units of Elderly Housing
- Pioneered initiatives for the Community Corrections and Academy Programs
- Expanded Head Start Services and developed the program and secured the site for Economic Opportunity Center

## DONNALEE LOZEAU

CONTINUED

### Community and Civic Involvement- Past

- NH Center for Public Policy Studies
- Greater Nashua Chamber of Commerce, Director
- Greater Nashua Workforce Housing Coalition, Founding Member
- Greater Nashua Asset Building Coalition, Founding Member
- New Hampshire Charitable Foundation State Board, Member

### Education and Training

- CCAP, Certified Community Action Professional
- CCAP Proctor
- River College, Nashua- Undergraduate work in Political Science
- Restaurant Management Institute
- Mediation and Alternative Dispute Resolution Training
- Leadership Institute, Aspen
- Justice of the Peace

NH State Representative, Hillsborough County, District 30  
(1984 - 2000)

Deputy Speaker of the NH House of Representatives  
(1998 - 2000)

- Addressed constituent concerns
- Assisted Non-Profit organizations and local businesses with governmental concerns and steering legislation through the political process by working with members and leadership in the NH House of Representatives and the NH Senate and representatives of the Executive and Judicial branches
- Managed floor debates and supervised *House Calendar* content
- Responsible for functions of the House on behalf of or in the absence of the Speaker

#### Committee Assignments:

- House Rules Committee, Vice Chairman
- House Legislative Administration Committee
- Joint Facilities Committee
- New Member Orientation, Chair
- House Corrections and Criminal Justice Committee, Vice Chairman
- House Judiciary Committee
- Criminal Justice Sub-Committee, Chairman
- State and Federal Relations Committee

#### Appointments:

- Joint Legislative Performance Audit and Oversight Committee
- Juvenile Justice Commission, Chairman
- Supreme Court Guardian Ad Litem Committee
- Superior Court Alternative Dispute Resolution Committee
- Work Force Opportunity Council
- Interbranch Criminal and Juvenile Justice Council
  - Subcommittee on Offenders, Chairman
  - Space and Prison Programming
  - Juveniles Subcommittee, Co-Chair
- National Conference of State Legislatures Law and Justice, Vice Chair
- Council of State Governments Intergovernmental Affairs, Corrections and Public Safety

City Streets Restaurant, (1988-1991)

City Streets Diner, (2000 - 2003) Nashua, NH

#### Co-Owner/Operator

- Operated 450 seat restaurant and banquet facility and effectively managed financial accounts, staff and licensing requirements

# RYAN CLOUTHIER

002



## OBJECTIVE

Seeking a leadership role which will allow me the opportunity to utilize and build upon my knowledge and passion for the work performed by Community Action Agencies in the state of New Hampshire, while at the same time being the support and strength for the Communities we serve.



## EXPERIENCE

**Deputy Director | Southern New Hampshire Services Inc.**  
FEB. 2018-PRESENT

Serving as part of the Executive Management Team and is responsible for providing inspiring leadership to the Southern New Hampshire Services (SNHS) senior management team and developing a performance culture to ensure the effective management of a comprehensive array of over sixty programs. The Deputy Director will tie the various component programs including: nutrition; housing; energy; workforce development; income enhancement; education; and elderly services to the agency, to each other, and to the general community, by promoting and communicating the mission of Community Action. In conjunction with the Executive Director and Fiscal Officer the Deputy Director provides the stewardship of SNHS by being actively involved with the agency's high-performance senior leadership team in the development, implementation, and management of the program content as well as annual budgets. Responsible for ensuring that services and programs provided fulfill the agency's mission, and are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.

**Energy and Housing Operations Director | Southern New Hampshire Services Inc.**  
2016 - 2018

Responsible for providing the various SNHS Energy and Crisis programs, Information Technology, Housing and Maintenance programs with mission, vision and leadership. Responsible for the planning, implementation, and evaluation of all facets of fiscal and program management, effectiveness while providing general oversight for all of the program's administration and day-to-day management, including budget management, grant writing and purchasing. Also responsible for maintaining a working relationship with governmental officials, local boards and agencies in developing and managing the programs. In conjunction with the Executive Director and Fiscal Officer this position provides the stewardship of SNHS by being actively involved with the agency's high-performance senior leadership team in the development, implementation, and management of program content as well as annual budgets. Responsible for ensuring that services and programs provided fulfill the agency's mission and are in compliance with all federal, state, funding, city, certifications, and licensing requirements.

**Energy Director | Southern New Hampshire Services Inc.**  
2013 - 2016

Responsible for coordination, implementation, budgeting, overall supervision and management of the Fuel and Electric Assistance Programs, Crisis Programs, Weatherization Program, Lead Hazard Control Program, and YouthBuild Program for Hillsborough and Rockingham Counties. Develop and Maintain relationships with federal, state and local grantors. Intervene on behalf of the Community Action pertaining to the Core Utility Weatherization Energy Efficiency Programs. Maintains a strong working relationships with OCA, NH Legal Assistance, Office of Strategic Initiative, DOE, Liberty Utilities, Eversource, NHEC, Unilil, NHHFA, NREL, Apprise and other local non-profit and private companies in the industry. Participates in multiple Healthy Home strategic planning committees.

**Weatherization Director | Southern New Hampshire Services Inc.**  
2006-2013

Responsible for coordination, implementation, budgeting, overall supervision and management of the Weatherization, Lead Abatement, and YouthBuild Programs for Hillsborough and Rockingham Counties. Developed and Maintain relationships with federal, state and local grantors. Intervened on behalf of the Community Action Association during the merge of Liberty Energy and National Grid Gas along with filings pertaining to the Core Energy Efficiency Programs. Developed strong working relationships with OCA, NH

Legal Assistance, Office of Energy and Planning, DOE, Liberty Energy, Eversource, NHEC, Uajill, NHHFA, NREL, Apprise and other local non-profit and private companies in the industry. Served on the Department of Energy special task force designed to implement a National Best Practices Manual for JTA/KSA for Weatherization, Energy Auditor Certification. Participated in a "One Tough" pilot effort which became a statewide practice and has received national recognition.

**Energy Auditor | Southern New Hampshire Services Inc.  
2004 - 2006**

Responsible for performing field energy audits of low income residential properties; record the data in written and computerized formats to determine cost effectiveness of conservation measures needed; generate work order specs for the contractors. Conduct proper follow through and field inspections to assure quality installations and client satisfaction.

**Network Analyst | Genuity  
2004 - 2006**

Responsible for monitoring the Genuity Dial up network supporting AOL Domestic and International subscribers including Japan, USA and Canada. Responsibilities include isolating and troubleshooting problems/outages and configuration issues, on different types of Cisco routers, Lucent APX's, MAX's, and Nortel CVX's. Troubleshooting consists of isolating problems through head to head testing with different Telco's. Also responsible for creating, troubleshooting, and closing tickets in a group ticketing queue. Demonstrated strengths in the areas of interpersonal skills and negotiation.



## EDUCATION

2000 NH Community Technical College  
1994-1998: Dover High School

*Other:* Weatherization written and field certification, Department of Energy Quality Control Inspector Certification, multiple national and regional weatherization best practices trainings, Intro to Cisco routers, T1 and T3 design and troubleshooting training, ATM and Frame Relay network design training, LAN and WAN training, OC3, OC48, and OC192 design and troubleshooting training, BPI Energy Analyst, Lead contractor abatement Certification, RRP certification, OSHA 30 hour worker safety, DOE Lead Safe Weatherization certification.



## SKILLS

- Problem solving
- New Business Development
- Social Media
- Public Speaking
- Data Analysis/Analytical thinking
- Strategic Planning
- Operations Management
- Contract Negotiations
- Team and Relationship building
- Planning and forecasting
- Budget and Financial management
- Leadership
- Community Assessment
- Computer skills specific to job include, TREAT, NEAT, OTTER, FAP/EAP, Microsoft 365; PowerPoint, Outlook, Word, Excel, Web, EmpowOR and CSST and many others that can be beneficial.



## ACTIVITIES/ACCOMPLISHMENTS

- Numerous press articles related to Weatherization including visits from the Assistant Secretary of Energy Efficiency from the Department of Energy and Vice President Joe Biden.
- Member of the City of Nashua Healthy Homes Strategic Planning Committee.
- Member of the City of Manchester Healthy Homes Strategic Planning Committee.
- Union Leader 40 under 40 Class of 2015.
- Vice President of the Neighbor helping Neighbor Board.
- Member of the Energy Efficiency and Sustainable Energy Board.
- Member of the Residential Ratepayers Advisory Board.

## JAMES M. CHAISSON

---

### SUMMARY

Dedicated accounting professional with 8 years of non-profit experience and over 20 years of broad experience in manufacturing, distribution, reorganizations, mergers and acquisitions, sales/operations planning/forecasting and establishing & monitoring performance metrics in a manufacturing environment. Experienced in private and public corporations, including 8 years in a private equity environment with a strong focus on equity sponsor communication and liquidity management. Complete knowledge of P&L, balance sheet, cash flow and cost accounting. Proven skills at staff leadership, training and development in a team environment. Professional Experience:

- Fiscal Officer in nonprofit organization
  - Controller in MFG & Distribution
  - Treasury and Cash Flow Management
  - Financial & Capital Budgeting, Reporting & Control
  - Cost Accounting Manager
  - General Accounting Manager
  - Business Performance Metric Establishment and Measurement
- 

### PROFESSIONAL EXPERIENCE

#### **Southern New Hampshire Services, Manchester, NH**

5/2009-Present

Southern New Hampshire Services (SNHS) is a non-profit entity dedicated to helping people help themselves. SNHS accomplishes this through a variety of programs offered at centers, offices, clinics, and Intake sights located throughout Rockingham and Hillsborough counties. The agency also oversees 29 housing facilities with approximately 1000 tenants. SNHS receives and administers \$36 million in program funds annually with over 450 employees.

#### Chief Fiscal Officer

1/2017 to Present

- Oversee financial and accounting compliance, maintaining controls and managing potential business risks
- Manage the annual budget process and analysis activities
- Prepare presentation for Board of Directors meetings presenting the organization's financial results
- Develop and maintain banking relationships
- Manage the Annual Audit process

#### Senior Accountant

5/2009-1/2017

Assisted Fiscal Director in overseeing all fiscal and financial activities including compliance with federal, state, and funding source requirements as well as accordance with GAAP

- Developed and implemented indirect cost calculation and interfaced with General Ledger
- Monitored and prepared monthly budget vs actual reporting; recommended adjustments and forecast spending
- Created specialized reports for the individual grant's reporting requirements
- Designed allocation methods for properly billing shared items to individual grants and programs
- Prepared monthly agency program reviews for Fiscal Director's Board of Directors review

James M. Chalsson

**WOOD STRUCTURES, INC. Biddeford, ME**

**2001-4/2009**

WSI is a highly leveraged business owned by Roark Capital, a private equity fund, headquartered in Atlanta, GA. WSI is a \$70 million manufacturer of roof and floor trusses, wall panels and a distributor of engineered wood products. The company's products are sold into the residential and light commercial construction markets.

Controller

**2006-4/2009**

Managed all aspects of accounting and reporting in a truss manufacturing plant as well as an engineered wood products distribution location that included 2 locations in Maine and 1 in Massachusetts.

- Calculated and assisted in the management of the company's covenants
- Worked closely with senior management during the sale process from the seller (Harbour Group) and buyer (Roark Capital)
- Identified cost drivers and implemented process changes to reduce the monthly closing cycle from 18 to 5 days
- Conducted monthly reviews with the managers on financial results and measurement
- Oversaw the payroll function of 160+ employees

Accounting Manager

**2001-2006**

Recruited to company to restore financial controls and establish best practices concerning both general ledger and cost accounting processes. Responsible for overseeing the accounting of 2 locations in Maine and 1 in Alabama.

- Established the reporting protocols of the company used by both equity sponsors
- Educated, motivated and developed a staff of 3 to succeed in their rolls of financial responsibility
- Identified and implemented processes and procedures for all intercompany sales, transfers, consolidation and eliminations
- Streamlined the payroll process that included transferring to an external supplier (ADP), which reduced cost by 40%
- Conducted physical inventories and defined their policies and procedure at all locations.

**VISHAY SPRAGUE, Sanford, ME**

**1978-2001**

Vishay Sprague is a division of Vishay Intertechnology Inc. (NYSE: VSH) a global manufacturer of discrete semiconductors and passive electronic components. The Sprague Division manufactures solid tantalum capacitors with annual sales of \$200 million and 1,400 employees.

Plant Cost Accounting Manager

**1997-2001**

Division General Accounting Manager

**1995-1997**

Division Operation Accountant

**1989-1995**

Division Fixed Asset Accountant

**1987-1989**

Master Engineering Technician

**1984-1987**

Lead Production Technician

**1978-1984**

---

**EDUCATION**

**NASSON COLLEGE, Springvale, ME**

B.S. in Business Administration