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Lori A. Weaver
Commissioner

Katja S. Fox
Director

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

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September 12, 2025

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Retroactive, Sole Source** amendment to an existing contract with Institute for Community Alliances (VC #301842-B001), Des Moines, IA, to add funding to improve system operations, including data entry, reporting, monitoring, data analysis, user training, and ongoing maintenance within the statewide Homeless Management Information System by supporting the retention of skilled HMIS technical staff, ensuring the reliability of software, servers, and data security. This will improve training, monitoring, and data validation for quality reporting, enhance performance measurement and compliance, and strengthen coordination between housing, healthcare, and mental health systems by eliminating data duplication. This will allow the Department to better measure trends and characteristics of homelessness across the state, which will improve the sharing of housing resources, help determine eligibility for services, connect individuals and families to mainstream assistance programs, and enhance coordination of emergency services, by increasing the price limitation by \$554,507 from \$2,757,232 to \$3,311,739 with no change to the contract completion date of July 31, 2027, effective retroactive to July 1, 2025, upon Governor and Council approval. 41% Federal Funds. 59% General Funds.

The original contract was approved by Governor and Council on March 27, 2019, item #11 and amended on March 24, 2021, item #6; July 14, 2021, item #8; January 12, 2022, item #20; February 8, 2023, item #20, August 2, 2023, item #12, and most recently on August 7, 2024, item #8.

Funds are available in the following accounts for State Fiscal Years (SFY) 2026 and 2027, and are anticipated to be available in SFY 2028, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Retroactive** to July 1, 2025, to align with the effective date of the U.S. Department of Housing and Urban Development (HUD) funding and funding in the State Fiscal Year 2026-2027 biennium budget, which are being utilized to support this request. This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source be identified as sole source. HUD pre-approves vendors qualified to perform the required operating and maintenance services for the Homeless Management Information System (HMIS). The Contractor is the only HUD-approved System Administrator offering in-state technical support.

The purpose of this request is to allow the Department to increase Federal and General funds to support the Contractor's delivery of HMIS operational and maintenance information management services for initiatives related to the Continuum of Care (CoC), Emergency Solutions Grant (ESG) and the State Grant in Aid (SGIA) programs. The Department was awarded an ESG annual renewal award, which supports the ongoing operation of the HMIS specifically to meet the requirements of the Emergency Solutions Grant. The ESG and SGIA funds are annual renewal funds to maintain ongoing operations of the Homeless Management Information System. This funding will maintain system operations such as data entry, reporting, monitoring, data analysis, user training, and ongoing maintenance. The Continuum of Care awards for the Homeless Management Information System included an unanticipated cost of living increase that went above the standard annual renewal amount. The additional CoC funding will allow the vendor to increase staff time dedicated to the HMIS, which will allow for enhanced reporting and data analysis. Funds will be used to measure trends and characteristics of homelessness across the state, which will improve the sharing of housing resources, help determine eligibility for services, connect individuals and families to mainstream assistance programs, and enhance coordination of emergency services.

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 requires that all communities have an HMIS with the capacity to collect unduplicated counts of individuals and families experiencing homelessness. Through the HEARTH Act, HMIS participation became a statutory requirement for recipients and subrecipients of the Continuum of Care (CoC) Program and ESG funds. The Contractor administers the HMIS in accordance with federal regulations, providing support, training, and required reporting for all subrecipients, and adheres to the New Hampshire HMIS Governance Charter, which all HUD-funded homeless services programs must follow. The Charter outlines the responsibilities of all system users, encompassing areas such as system security, local system administration, and client confidentiality developed under HUD guidance.

Should the Governor and Council not authorize this request, the Contractor will be unable to expand staff capacity to improve reporting and data analysis and may face challenges retaining qualified HMIS Administrators. This would reduce data quality, jeopardize compliance with HUD HMIS data standards and federal regulations, and put New Hampshire at risk of non-compliance with the HEARTH Act of 2009. Inaccurate or incomplete data weakens decision-making, limits the Department's ability to track homelessness trends, and undermines coordination with community partners. Ultimately, this could diminish access to resources and mainstream services for individuals experiencing homelessness.

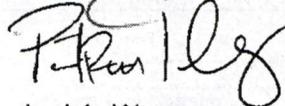
The Department has determined that the Contractor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. The Department also requested and received approval from the Commissioner of Department of Information Technology, 2019-026G. Documents supporting these assertions are available at the agency, for review upon request. The Contractor is a non-profit organization; however, a letter from the New Hampshire Attorney General dated July 25, 2025, confirms that its primary purpose is not charitable. Therefore, it is not required to register with the Department of Justice's Charitable Division under RSA 7:19.

Area served: Statewide.

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
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Source of Federal Funds: Assistance Listing Number #14.231, FAIN #E-24-DC-33-0001,
NH0139Y1T002402, NH0011L1T002417, NH0023L1T012417, NH0035L1T022417.

Respectfully submitted,



 Lori A. Weaver
Commissioner

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

05-95-42-423010-79270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING – SHELTER PROGRAM

100% Federal Funds

Institute for Community Alliances

Vendor #301842-B001

NH0011 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svcs	TBD	\$76,047	\$0	\$76,047
2021	102-500731	Contracts for Prog Svcs	TBD	\$76,048	\$0	\$76,048
2022	102-500731	Contracts for Prog Svcs	TBD	\$76,047	\$0	\$76,047
2023	102-500731	Contracts for Prog Svcs	TBD	\$6,337	\$0	\$6,337
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$69,710	\$0	\$69,710
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$76,047	\$0	\$76,047
2025	102-500731	Contracts for Prog Svcs	42307050	\$76,047	\$0	\$76,047
		Sub Total		\$456,283	\$0	\$456,283

NH0023 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svcs	TBD	\$51,953	\$0	\$51,953
2021	102-500731	Contracts for Prog Svcs	TBD	\$51,954	\$0	\$51,954
2022	102-500731	Contracts for Prog Svcs	TBD	\$51,953	\$0	\$51,953
2023	102-500731	Contracts for Prog Svcs	TBD	\$4,329	\$0	\$4,329
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$47,624	\$0	\$47,624
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$51,953	\$0	\$51,953
2025	102-500731	Contracts for Prog Svcs	42307050	\$51,953	\$0	\$51,953
		Sub Total		\$311,719	\$0	\$311,719

NH0035 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svcs	TBD	\$12,474	\$0	\$12,474
2021	102-500731	Contracts for Prog Svcs	TBD	\$12,474	\$0	\$12,474
2022	102-500731	Contracts for Prog Svcs	TBD	\$12,474	\$0	\$12,474
2023	102-500731	Contracts for Prog Svcs	TBD	\$1,038	\$0	\$1,038
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$20,836	\$0	\$20,836
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$22,726	\$0	\$22,726
2025	102-500731	Contracts for Prog Svcs	42307050	\$22,728	\$0	\$22,728
		Sub Total		\$104,750	\$0	\$104,750

ESG 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$39,570	\$0	\$39,570
2020	102-500731	Contracts for Prog Svcs	TBD	\$21,000	\$0	\$21,000
2021	102-500731	Contracts for Prog Svcs	TBD	\$80,615	\$0	\$80,615
2022	074-500589	Grants for Pub Asst and Relief	TBD	\$81,000	\$0	\$81,000
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$63,550.91	\$0	\$63,551
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$92,161	\$0	\$92,161
2025	102-500731	Contracts for Prog Svcs	42306010	\$113,610.09	\$0	\$113,610
		Sub Total		\$491,507	\$0	\$491,507

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

SGIA 100% GF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0	\$0	\$0
2020	102-500731	Contracts for Prog Svcs	TBD	\$109,802	\$0	\$109,802
2021	102-500731	Contracts for Prog Svcs	TBD	\$109,802	\$0	\$109,802
2022	102-500731	Contracts for Prog Svcs	TBD	\$161,486	\$0	\$161,486
2023	102-500731	Contracts for Prog Svcs	TBD	\$161,486	\$0	\$161,486
2024	102-500731	Contracts for Prog Svcs	TBD	\$161,486	\$0	\$161,486
2025	102-500731	Contracts for Prog Svcs	42307020	\$161,486	\$0	\$161,486
		Sub Total		\$865,548	\$0	\$865,548

YHDP 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$32,216	\$0	\$32,216
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$42,955	\$0	\$42,955
2025	102-500731	Contracts for Prog Svcs	42307060	\$44,488	\$0	\$44,488
		Sub Total		\$119,659	\$0	\$119,659
			Subtotal 7927	\$2,349,466	\$0	\$2,349,466

**05-95-92-921510-31700000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH DIV;
HOMELESS & HOUSING, HOMELESS - SHELTER PROGRAM**

100% Federal Funds

NH0011 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	102-500731	Contracts for Prog Svcs	92157050	\$76,047	\$4,057	\$80,104
2027	102-500731	Contracts for Prog Svcs	92157050	\$76,047	\$4,425	\$80,472
2028	102-500731	Contracts for Prog Svcs	92157050	\$6,337	\$368	\$6,705
		Sub Total		\$158,431	\$8,850	\$167,281

NH0023 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	102-500731	Contracts for Prog Svcs	92157050	\$51,953	\$2,767	\$54,720
2027	102-500731	Contracts for Prog Svcs	92157050	\$51,953	\$3,019	\$54,972
2028	102-500731	Contracts for Prog Svcs	92157050	\$4,329	\$252	\$4,581
		Sub Total		\$108,235	\$6,038	\$114,273

NH0035 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	102-500731	Contracts for Prog Svcs	92157050	\$22,728	\$1,212	\$23,940
2027	102-500731	Contracts for Prog Svcs	92157050	\$22,728	\$1,321	\$24,049
2028	102-500731	Contracts for Prog Svcs	92157050	\$1,894	\$109	\$2,003
		Sub Total		\$47,350	\$2,642	\$49,992

ESG 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	102-500731	Contracts for Prog Svcs	92156010	\$0	\$105,069	\$105,069
2027	102-500731	Contracts for Prog Svcs	92156010	\$0	\$100,616	\$100,616
		Sub Total		\$0	\$205,685	\$205,685

SGIA 100% GF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	102-500731	Contracts for Prog Svcs	92157020	\$0	\$161,486	\$161,486
2027	102-500731	Contracts for Prog Svcs	92157020	\$0	\$161,486	\$161,486
		Sub Total		\$0	\$322,972	\$322,972

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

YHDP 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount	
2026	102-500731	Contracts for Prog Svcs	92157060	\$45,000	\$307	\$45,307	
2027	102-500731	Contracts for Prog Svcs	92157060	\$45,000	\$410	\$45,410	
2028	102-500731	Contracts for Prog Svcs	92157060	\$3,750	\$7,603	\$11,353	
		Sub Total		\$93,750	\$8,320	\$102,070	
		Subtotal 3170		\$407,766	\$554,507	\$962,273	
				Overall Total	\$2,757,232	\$554,507	\$3,311,739

**State of New Hampshire
Department of Health and Human Services
Amendment #7**

This Amendment to the HMIS contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Institute for Community Alliances ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on March 27, 2019 (Item #11) and as amended on March 24, 2021 (Item #6), July 14, 2021 (Item #8), January 12, 2022 (Item #20), February 8, 2023 (Item #20), August 2, 2023 (Item #12), and most recently amended on August 7, 2024 (Item #8), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$3,311,739
2. Modify Exhibit B, Amendment #6, Methods and Conditions Precedent to Payment, Subsection 1.2, to read:
 - 1.2. This contract is funded with 34% General Funds and 66% Federal Funds as follows:

1.2.1. State General Funds

Program Title: **State Grant in Aid (SGIA), HMIS**

Total Amount HMIS not to exceed	Sub Total:	\$1,188,520
July 1, 2019 – June 30, 2020	not to exceed	\$109,802
July 1, 2020 – June 30, 2021	not to exceed	\$109,802
July 1, 2021 – June 30, 2022	not to exceed	\$161,486
July 1, 2022 – June 30, 2023	not to exceed	\$161,486
July 1, 2023 – June 30, 2024	not to exceed	\$161,486
July 1, 2024 – June 30, 2025	not to exceed	\$161,486
July 1, 2025 – June 30, 2026	not to exceed	\$161,486
July 1, 2026 – June 30, 2027	not to exceed	\$161,486

1.2.2. Federal Funds

Assistance Listing Number: 14.231

Federal Agency: **U.S. Department of Housing & Urban Development (HUD)**

Program Title: **Emergency Solutions Grant Program (ESG), HMIS**

Total Amount HMIS not to exceed	Sub Total:	\$697,192
April 1, 2019 – June 30, 2019	not to exceed	\$39,570
July 1, 2019 – June 30, 2020	not to exceed	\$21,000
July 1, 2020 – June 30, 2021	not to exceed	\$80,615
July 1, 2021 – June 30, 2022	not to exceed	\$81,000
July 1, 2022 – June 30, 2023	not to exceed	\$63,550.91
July 1, 2023 – June 30, 2024	not to exceed	\$92,161
July 1, 2024 – June 30, 2025	not to exceed	\$113,610.09
July 1, 2025 – June 30, 2026	not to exceed	\$105,069
July 1, 2026 – June 30, 2027	not to exceed	\$100,616

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1.2.3. Federal Funds

Assistance Listing Number: 14.267

Federal Agency: **HUD**

Program Title: **Continuum of Care Program (CoC), HMIS**

Total Amount HMIS not to exceed **Sub Total:** **\$1,204,298**

July 1, 2019 – July 31, 2019:	not to exceed	\$11,706
August 1, 2019 – July 31, 2020:	not to exceed	\$140,474
August 1, 2020 – July 31, 2021:	not to exceed	\$140,474
August 1, 2021 – July 31, 2022:	not to exceed	\$140,474
August 1, 2022 – July 31, 2023:	not to exceed	\$150,728
August 1, 2023 – July 31, 2024:	not to exceed	\$150,728
August 1, 2024 – July 31, 2025:	not to exceed	\$150,728
August 1, 2025 – July 31, 2026:	not to exceed	\$159,493
August 1, 2026 – July 31, 2027:	not to exceed	\$159,493

Funds allocation under this agreement for CoC, HMIS, Manchester:

Total program amount: **\$428,804**

Funding allocations under this agreement for CoC, HMIS, Nashua:

Total program amount: **\$158,138**

Funding allocations under this agreement for CoC, HMIS, Balance of State:

Total program amount: **\$617,356**

1.2.4. Federal Funds

Assistance Listing Number: 14.276

Federal Agency: **HUD**

Program Title: **Youth Homelessness Demonstration Program (YHDP) HMIS**

Total Amount HMIS not to exceed **Sub Total:** **\$221,729**

October 1, 2022 – June 30, 2023:	not to exceed	\$32,216
July 1, 2023 – June 30, 2024:	not to exceed	\$42,955
July 1, 2024 – June 30, 2025:	not to exceed	\$44,488
July 1, 2025 – June 30, 2026:	not to exceed	\$45,307
July 1, 2026 – June 30, 2027:	not to exceed	\$45,410
July 1, 2027 – July 31, 2027:	not to exceed	\$11,353

1.2.5. **Total amount HMIS not to exceed Grand Total:** **\$3,311,739**

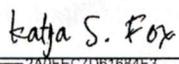
- 3. Modify Exhibit B-1, Amendment 6, Expense Budget Detail and Budget Sheets, by deleting it in its entirety and replacing with Exhibit B-1, Amendment 7, Expense Budget Detail and Budget Sheets, which are attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to July 1, 2025, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

9/24/2025
Date

DocuSigned by:

Name: Katja S. Fox
Title: Director

Institute for Community Alliances

9/23/2025
Date

Signed by:

Name: David Eberbach
Title: Corporate Executive Officer

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

OFFICE OF THE ATTORNEY GENERAL

9/24/2025

Date

DocuSigned by:

Robyn Guarino

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services
Homeless Management Information System



Exhibit B-1, Amendment 7

Expense Budget Detail

State Fiscal Year 2019:				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
Emergency Solutions Grant One-time ESG award 4/1/19 – 6/30/19	\$39,570	\$0.00	\$39,570	\$9,893
Sub Total	\$39,570	\$0.00	\$39,570	\$9,893
State Fiscal Year 2020:				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/19 – 6/30/20	\$0.00	\$109,802	\$109,802	\$27,451
Emergency Solutions Grant 7/1/19 – 6/30/20	\$21,000	\$0.00	\$21,000	\$5,250
Continuum of Care One-time CoC award 7/1/19 – 7/31/19	\$11,706	\$0.00	\$11,706	\$2,927
Continuum of Care 8/1/19 – 6/30/20	\$128,768	\$0.00	\$128,768	\$32,192
Sub Total	\$161,474	\$109,802	\$271,276	\$67,820
State Fiscal Year 2021:				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/20 – 6/30/21	\$0.00	109,802	\$109,802	\$27,451
Emergency Solutions Grant 7/1/20 – 6/30/21	\$80,615	\$0.00	\$80,615	\$20,154
Continuum of Care 7/1/20 – 6/30/21	\$140,476	\$0.00	\$140,476	\$36,010
Sub Total	\$221,091	\$109,802	\$330,893	\$83,615
State Fiscal Year 2022				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/21 – 6/30/22	\$0.00	\$161,486	\$161,486	\$0.00
Emergency Solutions Grant 7/1/21 – 6/30/22	\$81,000	\$0.00	\$81,000	\$0.00
Continuum of Care 7/1/21 – 6/30/22	\$140,474	\$0.00	\$140,474	\$36,090
Sub Total	\$221,474	\$161,486	\$382,960	\$36,090

**New Hampshire Department of Health and Human Services
Homeless Management Information System**



Exhibit B-1, Amendment 7

State Fiscal Year 2023				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/22 – 6/30/23	\$0.00	\$161,486	\$161,486	\$0.00
Emergency Solutions Grant 7/1/22 – 6/30/23	\$63,550.91	\$0.00	\$63,550.91	\$0.00
Continuum of Care 7/1/22 – 6/30/23	\$149,874	\$0.00	\$149,874	\$38,532
YHDP Grant 10/1/22 – 6/30/23	\$32,216	\$0.00	\$32,216	\$0.00
Sub Total	\$245,640.91	\$161,486	\$407,126.91	\$38,532
State Fiscal Year 2024				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/23 – 6/30/24	\$0	\$161,486	\$161,486	\$0
Emergency Solutions Grant 7/1/23 – 6/30/24	\$92,161	\$0	\$92,161	\$0
Continuum of Care 7/1/23 – 6/30/24	\$150,726	\$0.00	\$150,726	\$38,754
YHDP Grant 7/1/23 – 6/30/24	\$42,955	\$0.00	\$42,955	\$0.00
Sub Total	\$285,842	\$161,486	\$447,328	\$38,754
State Fiscal Year 2025				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/24 – 6/30/25	\$0	\$161,486	\$161,486	\$0
Emergency Solutions Grant 7/1/24 – 6/30/25	\$113,610.09	\$0	\$113,610.09	\$0
Continuum of Care 7/1/24 – 6/30/25	\$150,728	\$0.00	\$150,728	\$38,754
YHDP Grant 7/1/24 – 6/30/25	\$44,488	\$0.00	\$44,488	\$0.00
Sub Total	\$308,826.09	\$161,486	\$470,312.09	\$38,754
State Fiscal Year 2026				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/25 – 6/30/26	\$0	\$161,486	\$161,486	\$0
Emergency Solutions Grant 7/1/25 – 6/30/26	\$105,069	\$0	\$105,069	\$25,154
Continuum of Care 7/1/25 – 6/30/26	\$158,764	\$0.00	\$158,764	\$40,761

**New Hampshire Department of Health and Human Services
Homeless Management Information System**



Exhibit B-1, Amendment 7

YHDP Grant 7/1/25 – 6/30/26	\$45,307	\$0.00	\$45,307	\$8,898
Sub Total	\$309,140	\$161,486	\$470,626	\$74,813
State Fiscal Year 2027				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
State Grant in Aid 7/1/26 – 6/30/27	\$0	\$161,486	\$161,486	\$0
Emergency Solutions Grant 7/1/26 – 6/30/27	\$100,616	\$0	\$100,616	\$25,154
Continuum of Care 7/1/26 – 6/30/27	\$159,493	\$0.00	\$159,493	\$40,946
YHDP Grant 7/1/26 – 6/30/27	\$45,410	\$0.00	\$45,410	\$11,864
Sub Total	\$305,519	\$161,486	\$467,005	\$77,964
State Fiscal Year 2028				
Expense Item	Federal Funds	State Grant in Aid Funds	Total State Fiscal Year Budget	Vendor Match
Continuum of Care 7/1/27 – 7/31/27	\$13,289	\$0.00	\$13,289	\$3,413
YHDP Grant 7/1/27 – 7/31/27	\$11,353	\$0.00	\$11,353	\$2,966
Sub Total	\$24,642	\$0.00	\$24,642	\$7,379
Grand Total	\$2,123,219	\$1,188,520	\$3,311,739	\$473,614

Initial
DE

ICA HMIS

CoC Funds - NH0011L1T2215

SFY2024 - 8/1/23-6/30/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 67,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,922	\$ -	\$ -
Administration	\$ 1,788	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,788	\$ -	\$ -
25% Required Match	\$ 17,874	\$ -	\$ -	\$ 17,874	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 87,584	\$ -	\$ -	\$ 17,874	\$ -	\$ -	\$ 69,710	\$ -	\$ -

SFY2025 - 7/1/24-7/31/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 6,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,175	\$ -	\$ -
Administration	\$ 162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162	\$ -	\$ -
25% Required Match	\$ 1,625	\$ -	\$ -	\$ 1,625	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 7,962	\$ -	\$ -	\$ 1,625	\$ -	\$ -	\$ 6,337	\$ -	\$ -

TOTAL - 8/1/23-7/31/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 74,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,097	\$ -	\$ -
Administration	\$ 1,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950	\$ -	\$ -
25% Required Match	\$ 19,499	\$ -	\$ -	\$ 19,499	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 95,546	\$ -	\$ -	\$ 19,499	\$ -	\$ -	\$ 76,047	\$ -	\$ -

Total W/O Match \$ 76,047

ICA HMIS

CoC Funds - NH00111L1T2316

SFY2025 - 8/1/24-6/30/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMS	\$ 67,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,922	\$ -	\$ -
Administration	\$ 1,788	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,788	\$ -	\$ -
25% Required Match	\$ 17,874	\$ -	\$ -	\$ 17,874	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 87,584	\$ -	\$ -	\$ 17,874	\$ -	\$ -	\$ 69,710	\$ -	\$ -

SFY2026 - 7/1/25-7/31/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMS	\$ 6,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,175	\$ -	\$ -
Administration	\$ 162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162	\$ -	\$ -
25% Required Match	\$ 1,625	\$ -	\$ -	\$ 1,625	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 7,962	\$ -	\$ -	\$ 1,625	\$ -	\$ -	\$ 6,337	\$ -	\$ -

TOTAL - 8/1/24-7/31/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMS	\$ 74,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,097	\$ -	\$ -
Administration	\$ 1,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950	\$ -	\$ -
25% Required Match	\$ 19,499	\$ -	\$ -	\$ 19,499	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 95,546	\$ -	\$ -	\$ 19,499	\$ -	\$ -	\$ 76,047	\$ -	\$ -

Total W/O Match \$ 76,047

ICA HMIS
CoC Funds - NH001111T417

SFY2026 - 8/1/25-6/30/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 71,979.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,979.00	\$ -	\$ -
Administration	\$ 1,788.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,788.00	\$ -	\$ -
25% Required Match	\$ 18,888.00	\$ -	\$ -	\$ 18,888.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 92,655.00	\$ -	\$ -	\$ 18,888.00	\$ -	\$ -	\$ 73,767.00	\$ -	\$ -

SFY2027 - 7/1/26-7/31/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 6,543.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,543.00	\$ -	\$ -
Administration	\$ 162.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162.00	\$ -	\$ -
25% Required Match	\$ 1,717.00	\$ -	\$ -	\$ 1,717.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 8,422.00	\$ -	\$ -	\$ 1,717.00	\$ -	\$ -	\$ 6,705.00	\$ -	\$ -

TOTAL - 8/1/25-7/31/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 78,522.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,522.00	\$ -	\$ -
Administration	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	\$ -	\$ -
25% Required Match	\$ 20,605.00	\$ -	\$ -	\$ 20,605.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 101,077.00	\$ -	\$ -	\$ 20,605.00	\$ -	\$ -	\$ 80,472.00	\$ -	\$ -

Total W/O Match \$ 80,472.00

Initial
DE

Contractor Initials

Date 9/23/2025

ICA HMIS
CoC Funds - NH001111T(TBD)

Activity Name	SFY2027 - 8/1/26-6/30/27								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 71,979.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,979.00	\$ -	\$ -
Administration	\$ 1,788.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,788.00	\$ -	\$ -
25% Required Match	\$ 18,888.00	\$ -	\$ -	\$ 18,888.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 92,655.00	\$ -	\$ -	\$ 18,888.00	\$ -	\$ -	\$ 73,767.00	\$ -	\$ -

Activity Name	SFY2028 - 7/1/27-7/31/27								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 6,543.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,543.00	\$ -	\$ -
Administration	\$ 162.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162.00	\$ -	\$ -
25% Required Match	\$ 1,717.00	\$ -	\$ -	\$ 1,717.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 8,422.00	\$ -	\$ -	\$ 1,717.00	\$ -	\$ -	\$ 6,705.00	\$ -	\$ -

Activity Name	TOTAL - 8/1/26-7/31/27								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 78,522.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,522.00	\$ -	\$ -
Administration	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	\$ -	\$ -
25% Required Match	\$ 20,605.00	\$ -	\$ -	\$ 20,605.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 101,077.00	\$ -	\$ -	\$ 20,605.00	\$ -	\$ -	\$ 80,472.00	\$ -	\$ -

Total W/O Match \$ 80,472.00

Initial
DE

Contractor Initials

Date 9/23/2025

ICA HMIS

CoC Funds - NH0023L1T2215

SFY2024 - 8/1/23-6/30/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 46,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,129	\$ -	\$ -
Administration	\$ 1,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,495	\$ -	\$ -
25% Required Match	\$ 12,280	\$ -	\$ -	\$ 12,280	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 59,904	\$ -	\$ -	\$ 12,280	\$ -	\$ -	\$ 47,624	\$ -	\$ -

SFY2025 - 7/1/24-7/31/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 4,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,193	\$ -	\$ -
Administration	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136	\$ -	\$ -
25% Required Match	\$ 1,116	\$ -	\$ -	\$ 1,116	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 5,445	\$ -	\$ -	\$ 1,116	\$ -	\$ -	\$ 4,329	\$ -	\$ -

TOTAL - 8/1/23-7/31/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 50,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,322	\$ -	\$ -
Administration	\$ 1,631	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,631	\$ -	\$ -
25% Required Match	\$ 13,396	\$ -	\$ -	\$ 13,396	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 65,349	\$ -	\$ -	\$ 13,396	\$ -	\$ -	\$ 51,953	\$ -	\$ -

Total W/O Match \$ 51,953

Initial
DE

Contractor Initials

Date 9/23/2025

ICA HMIS
CoC Funds - NH0023L1T2316

SFY2025 - 8/1/24-6/30/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 46,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,129	\$ -	\$ -
Administration	\$ 1,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,495	\$ -	\$ -
25% Required Match	\$ 12,280	\$ -	\$ -	\$ 12,280	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 59,904	\$ -	\$ -	\$ 12,280	\$ -	\$ -	\$ 47,624	\$ -	\$ -

SFY2026 - 7/1/25-7/31/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 4,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,193	\$ -	\$ -
Administration	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136	\$ -	\$ -
25% Required Match	\$ 1,116	\$ -	\$ -	\$ 1,116	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 5,445	\$ -	\$ -	\$ 1,116	\$ -	\$ -	\$ 4,329	\$ -	\$ -

TOTAL - 8/1/24-7/31/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 50,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,322	\$ -	\$ -
Administration	\$ 1,631	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,631	\$ -	\$ -
25% Required Match	\$ 13,396	\$ -	\$ -	\$ 13,396	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 65,349	\$ -	\$ -	\$ 13,396	\$ -	\$ -	\$ 51,953	\$ -	\$ -

Total W/O Match \$ 51,953

ICA HMIS

CoC Funds - NH0023L1T2417

SFY2026 - 8/1/25-6/30/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 48,896.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,896.00	\$ -	\$ -
Administration	\$ 1,495.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,495.00	\$ -	\$ -
25% Required Match	\$ 12,971.00	\$ -	\$ -	\$ 12,971.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 63,362.00	\$ -	\$ -	\$ 12,971.00	\$ -	\$ -	\$ 50,391.00	\$ -	\$ -

SFY2027 - 7/1/26-7/31/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 4,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,445.00	\$ -	\$ -
Administration	\$ 136.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136.00	\$ -	\$ -
25% Required Match	\$ 1,181.00	\$ -	\$ -	\$ 1,181.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 5,762.00	\$ -	\$ -	\$ 1,181.00	\$ -	\$ -	\$ 4,581.00	\$ -	\$ -

TOTAL - 8/1/25-7/31/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 53,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,341.00	\$ -	\$ -
Administration	\$ 1,631.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,631.00	\$ -	\$ -
25% Required Match	\$ 14,152.00	\$ -	\$ -	\$ 14,152.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 69,124.00	\$ -	\$ -	\$ 14,152.00	\$ -	\$ -	\$ 54,972.00	\$ -	\$ -

Total W/O Match \$ 54,972.00

Initial
DE

Contractor Initials

Date 9/23/2025

ICA HMIS

CoC Funds - NH0023L1T(TBD)

SFY2027 - 8/1/26-6/30/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 48,896.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,896.00	\$ -	\$ -
Administration	\$ 1,495.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,495.00	\$ -	\$ -
25% Required Match	\$ 12,971.00	\$ -	\$ -	\$ 12,971.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 63,362.00	\$ -	\$ -	\$ 12,971.00	\$ -	\$ -	\$ 50,391.00	\$ -	\$ -

SFY2028 - 7/1/27-7/31/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 4,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,445.00	\$ -	\$ -
Administration	\$ 136.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136.00	\$ -	\$ -
25% Required Match	\$ 1,180.00	\$ -	\$ -	\$ 1,180.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 5,761.00	\$ -	\$ -	\$ 1,180.00	\$ -	\$ -	\$ 4,581.00	\$ -	\$ -

TOTAL - 8/1/26-7/31/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 53,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,341.00	\$ -	\$ -
Administration	\$ 1,831.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,831.00	\$ -	\$ -
25% Required Match	\$ 14,151.00	\$ -	\$ -	\$ 14,151.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 69,123.00	\$ -	\$ -	\$ 14,151.00	\$ -	\$ -	\$ 54,972.00	\$ -	\$ -

Total W/O Match \$ 54,972.00

ICA HMIS

CoC Funds - NH0035L1T2215

SFY2024 - 8/1/23-6/30/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 20,187.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,187.00	\$ -	\$ -
Administration	\$ 647.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 647.00	\$ -	\$ -
25% Required Match	\$ 5,371.00	\$ -	\$ -	\$ 5,371.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 26,205.00	\$ -	\$ -	\$ 5,371.00	\$ -	\$ -	\$ 20,834.00	\$ -	\$ -

SFY2025 - 7/1/24-7/31/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 1,835.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,835.00	\$ -	\$ -
Administration	\$ 59.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59.00	\$ -	\$ -
25% Required Match	\$ 488.00	\$ -	\$ -	\$ 488.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 2,382.00	\$ -	\$ -	\$ 488.00	\$ -	\$ -	\$ 1,894.00	\$ -	\$ -

TOTAL - 8/1/23-7/31/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 22,022.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,022.00	\$ -	\$ -
Administration	\$ 706.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706.00	\$ -	\$ -
25% Required Match	\$ 5,859.00	\$ -	\$ -	\$ 5,859.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 28,587.00	\$ -	\$ -	\$ 5,859.00	\$ -	\$ -	\$ 22,728.00	\$ -	\$ -

Total W/O Match \$ 22,728.00

ICA HMIS
CoC Funds - NH0035L1T2316

SFY2025 - 8/1/24-6/30/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 20,187.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,187.00	\$ -	\$ -
Administration	\$ 647.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 647.00	\$ -
25% Required Match	\$ 5,371.00	\$ -	\$ -	\$ 5,371.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 26,205.00	\$ -	\$ -	\$ 5,371.00	\$ -	\$ -	\$ 20,834.00	\$ -	\$ -

SFY2026 - 7/1/25-7/31/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 1,835.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,835.00	\$ -	\$ -
Administration	\$ 59.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59.00	\$ -	\$ -
25% Required Match	\$ 488.00	\$ -	\$ -	\$ 488.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 2,382.00	\$ -	\$ -	\$ 488.00	\$ -	\$ -	\$ 1,894.00	\$ -	\$ -

TOTAL - 8/1/24-7/31/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 22,022.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,022.00	\$ -	\$ -
Administration	\$ 706.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706.00	\$ -	\$ -
25% Required Match	\$ 5,859.00	\$ -	\$ -	\$ 5,859.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 28,587.00	\$ -	\$ -	\$ 5,859.00	\$ -	\$ -	\$ 22,728.00	\$ -	\$ -

Total W/O Match \$ 22,728.00

ICA HMIS

CoC Funds - NH0035L1T2417

SFY2026 - 8/1/25-6/30/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 21,398.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,398.00	\$ -	\$ -
Administration	\$ 648.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 648.00	\$ -	\$ -
25% Required Match	\$ 5,673.00	\$ -	\$ -	\$ 5,673.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 27,719.00	\$ -	\$ -	\$ 5,673.00	\$ -	\$ -	\$ 22,046.00	\$ -	\$ -

SFY2027 - 7/1/26-7/31/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 1,945.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,945.00	\$ -	\$ -
Administration	\$ 58.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58.00	\$ -	\$ -
25% Required Match	\$ 516.00	\$ -	\$ -	\$ 516.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 2,519.00	\$ -	\$ -	\$ 516.00	\$ -	\$ -	\$ 2,003.00	\$ -	\$ -

TOTAL - 8/1/25-7/31/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 23,343.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,343.00	\$ -	\$ -
Administration	\$ 706.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706.00	\$ -	\$ -
25% Required Match	\$ 6,189.00	\$ -	\$ -	\$ 6,189.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 30,238.00	\$ -	\$ -	\$ 6,189.00	\$ -	\$ -	\$ 24,049.00	\$ -	\$ -

Total W/O Match \$ 24,049.00

Initial
DE

Contractor Initials

Date 9/23/2025

ICA HMIS

CoC Funds - NH0035L1T(TBD)

SFY2027 - 8/1/26-6/30/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 21,398.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,398.00	\$ -	\$ -
Administration	\$ 648.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 648.00	\$ -	\$ -
25% Required Match	\$ 5,673.00	\$ -	\$ -	\$ 5,673.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 27,719.00	\$ -	\$ -	\$ 5,673.00	\$ -	\$ -	\$ 22,046.00	\$ -	\$ -

SFY2028 - 7/1/27-7/31/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 1,945.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,945.00	\$ -	\$ -
Administration	\$ 58.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58.00	\$ -	\$ -
25% Required Match	\$ 516.00	\$ -	\$ -	\$ 516.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 2,519.00	\$ -	\$ -	\$ 516.00	\$ -	\$ -	\$ 2,003.00	\$ -	\$ -

TOTAL - 8/1/26-7/31/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 23,343.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,343.00	\$ -	\$ -
Administration	\$ 706.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706.00	\$ -	\$ -
25% Required Match	\$ 6,189.00	\$ -	\$ -	\$ 6,189.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 30,238.00	\$ -	\$ -	\$ 6,189.00	\$ -	\$ -	\$ 24,049.00	\$ -	\$ -

Total W/O Match \$ 24,049.00

ICA HMIS

YHDP Funds - NH0139Y1T002301

SFY2024 - 10/1/23 - 6/30/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 30,682.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,682.00	\$ -	\$ -
Administration	\$ 3,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,068.00	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 33,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,750.00	\$ -	\$ -

SFY2025 - 7/1/24 - 9/30/24									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 10,227.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,227.00	\$ -	\$ -
Administration	\$ 1,023.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,023.00	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 11,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,250.00	\$ -	\$ -

TOTAL - 10/1/24 - 9/30/25									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 40,909.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,909.00	\$ -	\$ -
Administration	\$ 4,091.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,091.00	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -

Total W/O Match \$ 45,000.00

Initial
DE

Contractor Initials

Date 9/23/2025

ICA HMIS

YHDP Funds - NH0139Y1T002301

Activity Name	SFY2025 - 10/1/24 - 6/30/25								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 30,682.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,682.00	\$ -	\$ -
Administration	\$ 3,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,068.00	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 33,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,750.00	\$ -	\$ -

Activity Name	SFY2026 - 7/1/25 - 9/30/25								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 10,227.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,227.00	\$ -	\$ -
Administration	\$ 1,023.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,023.00	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 11,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,250.00	\$ -	\$ -

Activity Name	TOTAL - 10/1/24 - 9/30/25								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 40,909.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,909.00	\$ -	\$ -
Administration	\$ 4,091.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,091.00	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -

Total W/O Match \$ 45,000.00

ICA HMIS

YHDP Funds - NH0139Y1T002402

SFY2026 - 10/1/25-6/30/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 32,523.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,523.00	\$ -	\$ -
Administration	\$ 1,534.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,534.00	\$ -	\$ -
25% Required Match	\$ 8,898.00	\$ -	\$ -	\$ 8,898.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 42,955.00	\$ -	\$ -	\$ 8,898.00	\$ -	\$ -	\$ 34,057.00	\$ -	\$ -

SFY2027 - 7/1/26-9/30/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 10,841.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,841.00	\$ -	\$ -
Administration	\$ 512.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 512.00	\$ -	\$ -
25% Required Match	\$ 2,966.00	\$ -	\$ -	\$ 2,966.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 14,319.00	\$ -	\$ -	\$ 2,966.00	\$ -	\$ -	\$ 11,353.00	\$ -	\$ -

TOTAL - 10/1/25-9/30/26									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 43,364.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,364.00	\$ -	\$ -
Administration	\$ 2,046.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,046.00	\$ -	\$ -
25% Required Match	\$ 11,864.00	\$ -	\$ -	\$ 11,864.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 57,274.00	\$ -	\$ -	\$ 11,864.00	\$ -	\$ -	\$ 45,410.00	\$ -	\$ -

Total W/O Match \$ 45,410.00

ICA HMIS
 YHDP Funds - NH0139Y1T002(TBD)

SFY2027 - 10/1/26-6/30/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 32,523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,523	\$ -	\$ -
Administration	\$ 1,534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,534	\$ -	\$ -
25% Required Match	\$ 8,898	\$ -	\$ -	\$ 8,898	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 42,955	\$ -	\$ -	\$ 8,898	\$ -	\$ -	\$ 34,057	\$ -	\$ -

SFY2028 - 7/1/27-9/30/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 10,841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,841	\$ -	\$ -
Administration	\$ 512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 512	\$ -	\$ -
25% Required Match	\$ 2,966	\$ -	\$ -	\$ 2,966	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 14,319	\$ -	\$ -	\$ 2,966	\$ -	\$ -	\$ 11,353	\$ -	\$ -

TOTAL - 10/1/26-9/30/27									
Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
HMIS	\$ 43,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,364	\$ -	\$ -
Administration	\$ 2,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,046	\$ -	\$ -
25% Required Match	\$ 11,864	\$ -	\$ -	\$ 11,864	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 57,274	\$ -	\$ -	\$ 11,864	\$ -	\$ -	\$ 45,410	\$ -	\$ -

Total W/O Match \$ 45,410.00

New Hampshire Department of Health and Human Services Complete one budget form for each State Fiscal Year/Budget Period.		
Grantee Name: <i>Institute for Community Alliances (ICA)</i>		
Budget Request for: <i>State Grant in Aid (SGIA)</i>		
Budget Period: <i>July 1, 2025- June 30, 2026, SFY26</i>		
Indirect Cost Rate (if applicable): <i>0.00%</i>		
Line Item	Program Cost - Funded by DHHS	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives of this solicitation.</i>
1. Salary & Wages	\$79,318	Salary for HMIS Mgr, HMIS director, system admins, data analyst, report specialist, ICA admin staff
2. Fringe Benefits	\$27,106	Benefits and FICA tax for above named staff
3. Consultants	\$0	
4. Equipment	\$0	
5.(a) Supplies - Educational	\$0	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$0	
6. Travel	\$2,000	Local community meetings
7. Software	\$50,000	HMIS software
8. (a) Other- Rent	\$120	Des Moines, IA office rent
8. (b) Other - operations	\$2,943	Supporting software, telecommunications, internet, IT services, business insurance, audit costs.
8. (c) Other		
Other (please specify)	\$0	
9. Subrecipient Contracts	\$0	
Total Direct Costs	\$161,486	
Total Indirect Costs	\$0	
TOTAL	\$161,486	

Initial
DE

New Hampshire Department of Health and Human Services
 Subrecipient Name: *Institute for Community Alliances*
 Budget Request for: *Emergency Solutions Grant*
 Budget Period: *SFY 2026-2027*
 Total Budget *\$205,685.00*
 Indirect Cost Rate *N/A*

Line Item	Federal Program Cost - Funded by DHHS/ HUD SFY 26	Direct Cost by Budget Line	Budget Narrative Explain specific line item costs included and their direct relationship to meeting the objectives of this grant.	Match Dollars (Funded by Subrecipient) - SFY 26	Match Source - SFY 26	Federal Program Cost - Funded by DHHS/ HUD - SFY 27	Direct Cost by Budget Line	Budget Narrative Explain specific line item costs included and their direct relationship to meeting the objectives of this grant.	Match Dollars (Funded by Subrecipient) - SFY 27	Match Source - SFY 27
HMIS										
	\$105,069.00	\$105,069.00		\$25,154.00		\$100,616.00	\$100,616.00		\$25,154.00	
1. Salary and Wages	\$ 67,139.00	67139.00	Salary for HMIS Mgr, system admin, data analyst, report specialist, ICA admin staff	\$ 25,154.00	NH CoC	\$ 63,790.00	63790.00	Salary for HMIS Mgr, system admin, data analyst, report specialist, ICA admin staff	\$ 25,154.00	NH CoC
2. Fringe Benefits	\$ 22,368.00	22368.00	Benefits and FICA tax for above named staff			\$ 21,264.00	21264.00	Benefits and FICA tax for above named staff		
3. Hardware and Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$ -	0.00		\$ -		\$ -	0.00		\$ -	
4. Software Costs	\$ 9,437.00	9437.00	HMIS software			\$ 9,437.00	9437.00	HMIS software		
5. Office Rental Costs	\$ 300.00	300.00	Des Moines, IA office rent			\$ 300.00	300.00	Des Moines, IA office rent		
6. Other: Office Maint, Utilities, Insurance, Security, and Repair Costs	\$ 3,825.00	3825.00	Supporting software, telecommunications, internet, IT services, business insurance, audit costs.	\$ -		\$ 3,825.00	3825.00	Supporting software, telecommunications, internet, IT services, business insurance, audit costs.	\$ -	
7. Staff Mileage	\$ 2,000.00	2000.00	Local community meetings			\$ 2,000.00	2000.00	Local community meetings		
8. Supplies	\$ -	0.00				\$ -	0.00			
9. Training and Technical Assistance Costs	\$ -	0.00		\$ -		\$ -	0.00		\$ -	
Total Costs	\$ 105,069.00	\$ 105,069.00				\$ 100,616.00	\$ 100,616.00			
			Total Match Costs	\$25,154.00				Total Match Costs	\$25,154.00	
COMBINED TOTAL FUNDED BY DHHS										\$205,685.00

New Hampshire Department of Health and Human Services Complete one budget form for each State Fiscal Year/Budget Period.		
Grantee Name: <i>Institute for Community Alliances (ICA)</i>		
Budget Request for: <i>State Grant in Aid (SGIA)</i>		
Budget Period: <i>July 1, 2026 - June 30, 2027, SFY27</i>		
Indirect Cost Rate (if applicable) <i>0.00%</i>		
Line Item	Program Cost - Funded by DHHS	Budget Narrative <i>Explain specific line item costs included and their direct relationship to meeting the objectives of this solicitation.</i>
1. Salary & Wages	\$79,318	Salary for HMIS Mgr, HMIS director, system admins, data analyst, report specialist, ICA admin staff
2. Fringe Benefits	\$27,106	Benefits and FICA tax for above named staff
3. Consultants	\$0	
4. Equipment	\$0	
5.(a) Supplies - Educational	\$0	
5.(b) Supplies - Lab	\$0	
5.(c) Supplies - Pharmacy	\$0	
5.(d) Supplies - Medical	\$0	
5.(e) Supplies Office	\$0	
6. Travel	\$2,000	Local community meetings
7. Software	\$50,000	HMIS software
8. (a) Other- Rent	\$120	Des Moines, IA office rent
8. (b) Other - operations	\$2,943	Supporting software, telecommunications, internet, IT services, business insurance, audit costs.
8. (c) Other		
<i>Other (please specify)</i>	\$0	
9. Subrecipient Contracts	\$0	
Total Direct Costs	\$161,486	
Total Indirect Costs	\$0	
TOTAL	\$161,486	

Initial
DE

ARC

8



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

Lori A. Weaver
Commissioner

Katja S. Fox
Director

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

July 15, 2024

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Sole Source** amendment to an existing contract with the Institute for Community Alliances (VC #301842-B001), Des Moines, IA, to add funding to operate and maintain the statewide Homeless Management Information System, by increasing the price limitation by \$131,500 from \$2,625,732 to \$2,757,232 with no change to the contract completion date of July 31, 2027, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on March 27, 2019, item #11 and amended on March 24, 2021, item #6; July 14, 2021, item #8; January 12, 2022, item #20; February 8, 2023, item #20; and most recently amended on August 2, 2023, item #12.

Funds are available in the following accounts for State Fiscal Year 2025 and are anticipated to be available in State Fiscal Years 2026, 2027, and 2028, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source be identified as sole source. The Contractor is the only known vendor able to provide System Administrator services for the statewide Homeless Management Information System (HMIS). The U.S. Department of Housing and Urban Development (HUD) pre-approves vendors qualified to perform the required operating and maintenance services for HMIS. The Contractor is the only HUD-approved HMIS System Administrator offering in-state technical support.

The purpose of this request is to allow the Department to increase federal funding to support the Contractor's delivery of HMIS operational and maintenance information management services for initiatives related to the Emergency Solutions Grant and the Youth Homeless Demonstration Program. HUD awarded additional funding to the Department to support the operational capacity of the HMIS to measure the characteristics of homelessness statewide for improved assistance with housing resource sharing, eligibility qualification and determination, connections to mainstream assistance programs for individuals, youth and families experiencing homelessness, and enhanced coordination of emergency services aimed at mitigating homelessness.

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

The Contractor administers the HMIS in accordance with federal regulations, and adheres to the New Hampshire HMIS Governance Charter, which all HUD-funded shelters and programs adhere to as well. The Charter outlines the responsibilities of all system users, encompassing areas such as system security, local system administration, and client confidentiality developed under HUD guidance and adopted by the New Hampshire Continuums in 2002.

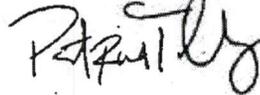
Should the Governor and Council not authorize this request, the operational capacity of many community programs supporting individuals, youth and families experiencing homelessness may be impacted. In addition, the Department may not be able to comply with HUD's federal reporting requirements related to the HMIS Continuum of Care.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number (ALN) 14.267; FAINS NH0139Y1T002000, NH0139Y1T002301 and ALN 14.231, FAIN E-23-DC-33-0001.

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

Respectfully submitted,



Lori A. Weaver
Commissioner

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

**05-95-42-423010-79270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING – SHELTER PROGRAM**

100% Federal Funds

Institute for Community Alliances SS-2019-BHHS-03-HMIS-01-A06 Vendor #301842-B001

HMIS

NH0011 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	Multi	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	Multi	\$76,047.00	\$0.00	\$76,047.00
2021	102-500731	Contracts for Prog Svcs	Multi	\$76,048.00	\$0.00	\$76,048.00
2022	102-500731	Contracts for Prog Svcs	Multi	\$76,047.00	\$0.00	\$76,047.00
2023	102-500731	Contracts for Prog Svcs	Multi	\$6,337.00	\$0.00	\$6,337.00
2023	074-500589	Grants for Pub Asst and Relief	Multi	\$69,710.00	\$0.00	\$69,710.00
2024	074-500589	Grants for Pub Asst and Relief	Multi	\$76,047.00	\$0.00	\$76,047.00
2025	074-500589	Grants for Pub Asst and Relief	Multi	\$76,047.00	\$0.00	\$76,047.00
2026	074-500589	Grants for Pub Asst and Relief	Multi	\$76,047.00	\$0.00	\$76,047.00
2027	074-500589	Grants for Pub Asst and Relief	Multi	\$76,047.00	\$0.00	\$76,047.00
2028	074-500589	Grants for Pub Asst and Relief	Multi	\$6,337.00	\$0.00	\$6,337.00
			<i>Subtotal</i>	\$614,714.00	\$0.00	\$614,714.00

NH0023 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	Multi	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	Multi	\$51,953.00	\$0.00	\$51,953.00
2021	102-500731	Contracts for Prog Svcs	Multi	\$51,954.00	\$0.00	\$51,954.00
2022	102-500731	Contracts for Prog Svcs	Multi	\$51,953.00	\$0.00	\$51,953.00
2023	102-500731	Contracts for Prog Svcs	Multi	\$4,329.00	\$0.00	\$4,329.00
2023	074-500589	Grants for Pub Asst and Relief	Multi	\$47,624.00	\$0.00	\$47,624.00
2024	074-500589	Grants for Pub Asst and Relief	Multi	\$51,953.00	\$0.00	\$51,953.00
2025	074-500589	Grants for Pub Asst and Relief	Multi	\$51,953.00	\$0.00	\$51,953.00
2026	074-500589	Grants for Pub Asst and Relief	Multi	\$51,953.00	\$0.00	\$51,953.00
2027	074-500589	Grants for Pub Asst and Relief	Multi	\$51,953.00	\$0.00	\$51,953.00
2028	074-500589	Grants for Pub Asst and Relief	Multi	\$4,329.00	\$0.00	\$4,329.00
			<i>Subtotal</i>	\$419,954.00	\$0.00	\$419,954.00

NH0035 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	Multi	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	Multi	\$12,474.00	\$0.00	\$12,474.00
2021	102-500731	Contracts for Prog Svcs	Multi	\$12,474.00	\$0.00	\$12,474.00
2022	102-500731	Contracts for Prog Svcs	Multi	\$12,474.00	\$0.00	\$12,474.00
2023	102-500731	Contracts for Prog Svcs	Multi	\$1,038.00	\$0.00	\$1,038.00
2023	074-500589	Grants for Pub Asst and Relief	Multi	\$20,836.00	\$0.00	\$20,836.00
2024	074-500589	Grants for Pub Asst and Relief	Multi	\$22,726.00	\$0.00	\$22,726.00
2025	074-500589	Grants for Pub Asst and Relief	Multi	\$22,728.00	\$0.00	\$22,728.00
2026	074-500589	Grants for Pub Asst and Relief	Multi	\$22,728.00	\$0.00	\$22,728.00
2027	074-500589	Grants for Pub Asst and Relief	Multi	\$22,728.00	\$0.00	\$22,728.00
2028	074-500589	Grants for Pub Asst and Relief	Multi	\$1,894.00	\$0.00	\$1,894.00
			<i>Subtotal</i>	\$152,100.00	\$0.00	\$152,100.00

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

ESG 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	Multi	\$39,570.00	\$0.00	\$39,570.00
2020	102-500731	Contracts for Prog Svcs	Multi	\$21,000.00	\$0.00	\$21,000.00
2021	102-500731	Contracts for Prog Svcs	Multi	\$80,615.00	\$0.00	\$80,615.00
2022	074-500589	Grants for Pub Asst and Relief	Multi	\$81,000.00	\$0.00	\$81,000.00
2023	074-500589	Grants for Pub Asst and Relief	Multi	\$81,000.00	\$0.00	\$81,000.00
2024	074-500589	Grants for Pub Asst and Relief	Multi	\$92,161.00	\$0.00	\$92,161.00
2025	074-500589	Grants for Pub Asst and Relief	Multi	\$92,161.00	\$4,000.00	\$96,161.00
			<i>Subtotal</i>	<i>\$487,507.00</i>	<i>\$4,000.00</i>	<i>\$491,507.00</i>

SGIA 100% GF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	Multi	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	Multi	\$109,802.00	\$0.00	\$109,802.00
2021	102-500731	Contracts for Prog Svcs	Multi	\$109,802.00	\$0.00	\$109,802.00
2022	102-500731	Contracts for Prog Svcs	Multi	\$161,486.00	\$0.00	\$161,486.00
2023	102-500731	Contracts for Prog Svcs	Multi	\$161,486.00	\$0.00	\$161,486.00
2024	102-500731	Contracts for Prog Svcs	Multi	\$161,486.00	\$0.00	\$161,486.00
2025	102-500731	Contracts for Prog Svcs	Multi	\$161,486.00	\$0.00	\$161,486.00
			<i>Subtotal</i>	<i>\$865,548.00</i>	<i>\$0.00</i>	<i>\$865,548.00</i>

YHDP 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2023	074-500589	Grants for Pub Asst and Relief	Multi	\$32,216.00	\$0.00	\$32,216.00
2024	074-500589	Grants for Pub Asst and Relief	Multi	\$42,955.00	\$0.00	\$42,955.00
2025	074-500589	Grants for Pub Asst and Relief	Multi	\$10,738.00	\$33,750.00	\$44,488.00
2026	074-500589	Grants for Pub Asst and Relief	Multi	\$0.00	\$45,000.00	\$45,000.00
2027	074-500589	Grants for Pub Asst and Relief	Multi	\$0.00	\$45,000.00	\$45,000.00
2028	074-500589	Grants for Pub Asst and Relief	Multi	\$0.00	\$3,750.00	\$3,750.00
			<i>Subtotal</i>	<i>\$85,909.00</i>	<i>\$127,500.00</i>	<i>\$213,409.00</i>

TOTAL	\$2,625,732.00	\$131,500.00	\$2,757,232.00
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**STATE OF NEW HAMPSHIRE -
DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doi

Denis Goulet
Commissioner

July 18, 2024

Lori A. Weaver, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Weaver:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract amendment with the Institute for Community Alliances, as described below and referenced as DoIT No. 2019-026F.

The purpose of this request is to continue to provide the Department with Homeless Management Information System (HMIS) operational and maintenance information management services for initiatives related to the Emergency Solutions Grant and the Youth Homeless Demonstration Program.

The Total Price Limitation shall increase by \$131,500 for a New Total Price Limitation of \$2,757,232 effective upon Governor and Council with no change to the end date of July 31, 2027.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/jd
DoIT #2019-026F

cc: Ken Gagne, IT Manager, DoIT

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ARC
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Lori A. Weaver
Interim Commissioner

Katja S. Fox
Director

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

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

July 10, 2023

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Retroactive, Sole Source** amendment to an existing contract with Institute for Community Alliances (VC#301842-B001), Des Moines, IA for the continued operation and maintenance of the New Hampshire Statewide Homeless Management Information System, by exercising a contract renewal option by increasing the price limitation by \$1,110,206 from \$1,515,526 to \$2,625,732 and extending the completion date from September 30, 2024 to July 31, 2027, effective retroactive to July 1, 2023 upon Governor and Council approval. 71% Federal Funds. 29% General Funds.

The original contract was approved by Governor and Council on March 27, 2019, item #11, amended on March 24, 2021, item #6, amended on July 14, 2021, item #8, amended on January 12, 2022, item #20, and most recently amended on February 8, 2023, item #20.

Funds are available in the following accounts for State Fiscal Years 2024 and 2025, and are anticipated to be available in State Fiscal Years 2026 through 2028, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Retroactive** to July 1, 2023 to align with the start date of the new grant agreement received by the Department on June 26, 2023 from the U.S. Department of Housing and Urban Development (HUD).

This request is **Sole Source** because MOP 150 requires all amendments to agreements previously approved as sole source to be identified as sole source. Additionally, the Department is extending the agreement beyond the renewal period to align with grant funding and requirements. The Contractor is the only known vendor able to provide the necessary services because HUD provides the Department with a pre-approved list of qualified vendors capable of performing the required operating and maintenance services for the Homeless Management Information System (HMIS). There are no New Hampshire-based vendors that are existing HMIS System Administrators, and the selected vendor is the only vendor offering in-state technical support.

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

The purpose of this request is to add funding, and to extend the completion date for the continued operation and maintenance of the New Hampshire Statewide Homeless Management Information System.

The Homeless Management Information System will continue to enhance the sharing of housing service resources, streamline the determination of eligibility for assistance, and establish connections to mainstream aid programs for individuals and families experiencing homelessness in New Hampshire. Additionally the Homeless Management Information System improves coordination of vital services and support systems aimed at addressing and mitigating homelessness.

The administration of the Homeless Management Information System follows federal regulations and adheres to the NH Homeless Management Information System Governance Charter. All shelters and programs funded by HUD are required to comply with this charter. It outlines the responsibilities of all system users, encompassing areas such as system security, local system administration, and client confidentiality developed under HUD guidance and adopted by the New Hampshire Continuums in 2002.

As referenced in Exhibit C-1, Revisions to Standard Contract Language, Section 2, Renewal of the original agreement, the parties have the option to extend the agreement for up to five (5) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for the one (1) year and nine (9) months remaining. The Department is requesting to extend the agreement an additional one (1) year and one (1) month.

Should the Governor and Council not authorize this request, the Contractor will not have sufficient funding to support the Homeless Management Information System and the ongoing reporting requirements. This could impact the operational capacity of many community programs supporting individuals and families experiencing homelessness.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #14.267, FAIN #'s NH0011L1T(TBD), NH0023L1T(TBD), and NH0035L1T(TBD); Assistance Listing Number #14.231, FAIN # E-22-DC-33-0001.

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

Respectfully submitted,



Lori A. Weaver
Interim Commissioner

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

**05-95-42-423010-79270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM
100% Federal Funds**

Institute for Community Alliances

Vendor #301842-B001

NH0011

100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$76,048.00	\$0.00	\$76,048.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$6,337.00	\$0.00	\$6,337.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$69,710.00	\$0.00	\$69,710.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$6,337.00	\$69,710.00	\$76,047.00
2025	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$76,047.00	\$76,047.00
2026	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$76,047.00	\$76,047.00
2027	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$76,047.00	\$76,047.00
2028	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$6,337.00	\$6,337.00
		Sub Total		\$310,526.00	\$304,188.00	\$614,714.00

NH0023

100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$51,954.00	\$0.00	\$51,954.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$4,329.00	\$0.00	\$4,329.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$47,624.00	\$0.00	\$47,624.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$4,329.00	\$47,624.00	\$51,953.00
2025	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$51,953.00	\$51,953.00
2026	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$51,953.00	\$51,953.00
2027	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$51,953.00	\$51,953.00
2028	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$4,329.00	\$4,329.00
		Sub Total		\$212,142.00	\$207,812.00	\$419,954.00

NH0035

100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$1,038.00	\$0.00	\$1,038.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$20,836.00	\$0.00	\$20,836.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$1,892.00	\$20,834.00	\$22,726.00
2025	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$22,728.00	\$22,728.00
2026	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$22,728.00	\$22,728.00
2027	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$22,728.00	\$22,728.00
2028	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$1,894.00	\$1,894.00
		Sub Total		\$61,188.00	\$90,912.00	\$152,100.00

ESG

100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$39,570.00	\$0.00	\$39,570.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$21,000.00	\$0.00	\$21,000.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$80,615.00	\$0.00	\$80,615.00
2022	074-500589	Grants for Pub Asst and Relief	TBD	\$81,000.00	\$0.00	\$81,000.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$81,000.00	\$0.00	\$81,000.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$92,161.00	\$92,161.00
2025	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$92,161.00	\$92,161.00
		Sub Total		\$303,185.00	\$184,322.00	\$487,507.00

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

SGIA 100% GF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$161,486.00	\$0.00	\$161,486.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$161,486.00	\$0.00	\$161,486.00
2024	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$161,486.00	\$161,486.00
2025	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$161,486.00	\$161,486.00
		Sub Total		\$542,576.00	\$322,972.00	\$865,548.00

YHDP 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$32,216.00	\$0.00	\$32,216.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$42,955.00	\$0.00	\$42,955.00
2025	074-500589	Grants for Pub Asst and Relief	TBD	\$10,738.00	\$0.00	\$10,738.00
		Sub Total		\$85,909.00	\$0.00	\$85,909.00



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doiit

Denis Goulet
Commissioner

July 11, 2023

Lori Weaver, Commissioner
Department of Health and Human Services
State of New Hampshire
95 Pleasant Street
Concord, NH 03301

Dear Commissioner Weaver:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract amendment with Institute for Community Alliances, as described below and referenced as DoIT No. 2019-026E.

The purpose of this request is for the continued operation of the New Hampshire Statewide Homeless Management Information System.

The Total Price Limitation will increase by \$1,110,206, for a New Total Price Limitation of \$2,625,732, effective upon Governor and Council approval retroactive to July 1, 2023 through July 31, 2027.

A copy of this letter must accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/jd
DoIT #2019-026E

cc: Mike Williams, IT Manager



Lori A. Weaver
Interim Commissioner

Karen E. Hebert
Director

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

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

ARC
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December 29, 2022

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into a **Retroactive, Sole Source** amendment to an existing contract with Institute for Community Alliances (VC#301842-B001), Des Moines, IA to expand the operation and maintenance of the New Hampshire Statewide Homeless Management Information System to include Youth Homelessness Demonstration Program, by exercising a renewal option by increasing the price limitation by \$96,163 from \$1,419,363 to \$1,515,526, and extending the completion date from July 31, 2023 to September 30, 2024 effective retroactive to October 1, 2022 upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on March 27, 2019, item #11, amended on March 24, 2021, item #6, amended on July 14, 2021, item #8 and most recently amended on January 12, 2022, item #20.

Funds are available in the following accounts for State Fiscal Year 2023, and are anticipated to be available in State Fiscal Years 2024 and 2025, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because the original Agreement was labeled as sole source and MOP 150 requires subsequent actions to be labeled as such. The Contractor is the only known vendor able to provide the necessary services, because the U.S. Department of Housing and Urban Development (HUD) provides the Department with a pre-approved list of qualified vendors capable of performing the required operating and maintenance services for the Homeless Management Information System (HMIS). There are no New Hampshire-based vendors that are existing HMIS System Administrators, and the selected vendor is the only vendor offering in-state technical support.

This request is **Retroactive** to October 1, 2022 to align with the start date of the new grant agreement received by the Department on September 30, 2022 from HUD. The Department, as the Collaborative Applicant, is required to issue a Request for Proposals, through the Continuum, based the HUD Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO). HUD reviews and scores vendor applications based on federal rank and review policy, and scoring tools, created to match the federal NOFO. HUD subsequently awards

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

funding based on strict federal criteria specifying eligible activities, populations to be served, expected performance outcomes, and time frames for the application competition and subsequent Department agreements. The Department receives notification of the awards and signed grant agreements from HUD several months later, at which time agreements, such as those contained in this request, can be executed.

The purpose of this request is to add funding provided by HUD, to extend the completion date, and to expand current services to include reporting in the HMIS, on the youth and young adult (under age 25) population who are homeless and/or at risk of becoming homeless.

The web-based HMIS provides value to the Department with improved capacity to measure the aspects of homelessness in New Hampshire, and improves the ability for local programs that assist people who are homeless to maintain eligibility for continued federal funding. Collateral project goals are to use the HMIS software to improve housing service resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs for New Hampshire homeless individuals and families. An additional benefit is the improved coordination of essential services and supports that address and help alleviate homelessness.

The web-based HMIS is administered through federal regulations and a NH HMIS Governance Charter, which all participating shelters and HUD funded programs are required to follow. The Governance Charter defines responsibilities by all system users in actions that include system security, local system administration, and client confidentiality. The Institute for Community Alliances is the only vendor funded for HMIS activities in New Hampshire and is structured consistent with the centralized, statewide architecture developed under HUD guidance and adopted by the New Hampshire Continuums in 2002.

As referenced in Exhibit C-1, Section 2, Renewal, of the original contract, the parties have the option to extend the agreement for up to five (5) years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) year and two (2) months of the two (2) years and 11 months available.

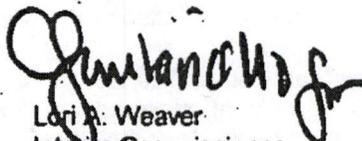
Should the Governor and Council not authorize this request the Contractor will not have sufficient funding to support the HMIS and the additional Balance of State Continuum of Care Youth Homeless Demonstration Program reporting requirements, which could result in the loss of funding. This could impact the operational capacity of many community programs supporting individuals and families experiencing homelessness.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number #14.267, FAIN # NH0035L1T022114, NH0139Y1T002000.

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

Respectfully submitted,


Lori A. Weaver
Interim Commissioner

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

05-95-42-423010-79270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM
100% Federal Funds

Institute for Community Alliances

Vendor #301842-B001

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$76,048.00	\$0.00	\$76,048.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$6,337.00	\$0.00	\$6,337.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$69,710.00	\$0.00	\$69,710.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$6,337.00	\$0.00	\$6,337.00
		Sub Total		\$310,526.00	\$0.00	\$310,526.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$51,954.00	\$0.00	\$51,954.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$4,329.00	\$0.00	\$4,329.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$47,624.00	\$0.00	\$47,624.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$4,329.00	\$0.00	\$4,329.00
		Sub Total		\$212,142.00	\$0.00	\$212,142.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$1,038.00	\$0.00	\$1,038.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$11,436.00	\$9,400.00	\$20,836.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$1,038.00	\$854.00	\$1,892.00
		Sub Total		\$50,934.00	\$10,254.00	\$61,188.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$39,570.00	\$0.00	\$39,570.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$21,000.00	\$0.00	\$21,000.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$80,615.00	\$0.00	\$80,615.00
2022	074-500589	Contracts for Prog Svcs	TBD	\$81,000.00	\$0.00	\$81,000.00
2023	074-500589	Contracts for Prog Svcs	TBD	\$81,000.00	\$0.00	\$81,000.00
		Sub Total		\$303,185.00	\$0.00	\$303,185.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$161,486.00	\$0.00	\$161,486.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$161,486.00	\$0.00	\$161,486.00
		Sub Total		\$542,576.00	\$0.00	\$542,576.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$32,216.00	\$32,216.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$42,955.00	\$42,955.00
2025	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$10,738.00	\$10,738.00
		Sub Total		\$0.00	\$85,909.00	\$85,909.00

Overall Total	\$1,419,363.00	\$96,163.00	\$1,515,526.00
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

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www.nh.gov/doi

Denis Goulet
Commissioner

January 6, 2023

Lori Weaver, Commissioner
Department of Health and Human Services
State of New Hampshire
29 Hazen Drive
Concord, NH 03301

Dear Commissioner Weaver:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a sole source, retroactive amendment with Institute for Community Alliances, as described below and referenced as DoIT No. 2019-026D.

The purpose of this request is for maintenance and continued operation of the New Hampshire Statewide Homeless Management Information System.

The Price Limitation will increase by \$96,163 for a total new Price Limitation of \$1,515,526 effective upon Governor and Executive Council approval retroactive from October 1, 2022 through September 30, 2024.

A copy of this letter must accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DG/jd
DoIT #2019-026D

cc: Mike Williams, IT Manager

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MAC



Lois A. Skibbinette
Commissioner

Christine L. Santanietto
Associate Commissioner

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

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-853-3345 Ext. 9474

Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 6, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend an existing contract with Institute for Community Alliances (VC#301842-B001), Des Moines, IA, for the continued operation and maintenance of the New Hampshire Statewide Homeless Management Information System, by exercising a renewal option by increasing the price limitation by \$625,446 from \$793,917 to \$1,419,363, and extending the completion date from July 31, 2022 to July 31, 2023 effective upon Governor and Council approval. 50% Federal Funds. 50% General Funds.

The original contract was approved by Governor and Council on March 27, 2019, item #11, amended on March 24, 2021, item #6, and most recently amended on July 14, 2021, item #8.

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue operating the New Hampshire Homeless Management Information System (HMIS) through July 31, 2023. The U.S. Department of Housing and Urban Development (HUD) provides the Department with a pre-approved list of qualified vendors capable of performing the required operating and maintenance services for the Homeless Management Information System (HMIS). Accordingly, the Department chose from one of HUD's pre-screened vendors rather than attempt to create the system internally. There are no New Hampshire-based vendors that are existing HMIS System Administrators, and the chosen Lead Agency is the only vendor offering in-state technical support.

The web-based HMIS is administered through federal regulations and a NH HMIS Governance Charter that all participating shelters and HUD funded programs are required to follow. The Governance Charter defines responsibilities by all system users in actions that include system security, local system administration, and client confidentiality. The Institute for Community Alliances is the only vendor funded for HMIS activities in New Hampshire and is structured consistent with the centralized, statewide architecture developed under HUD guidance and adopted by the New Hampshire Continuums in 2002.

Alternatives to contracting these services included utilizing funds from local community organizations such as emergency homeless shelters to support this system. This type of approach would result in a decentralized data system that could only be supported in regions able to accrue

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

the necessary local funds for software and services. A second option was to build an in-house system using New Hampshire Department of Information Technology staff which, when considered, was determined to require resources well beyond those available to the New Hampshire Department of Information Technology.

The web-based HMIS provides value to the Department through improved capacity to measure the aspects of homelessness in New Hampshire, and improving the ability for local programs that assist people who are homeless to maintain eligibility for continued federal funding. Collateral project goals are to use HMIS software to improve housing service resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs for New Hampshire homeless clients. An additional benefit is the improved coordination of essential services and supports that address and help alleviate homelessness.

Approximately eleven thousand (11,000) individuals will be served annually.

As referenced in Exhibit C-1, Section 2, Renewal, of the original contract, the parties have the option to extend the agreement for up to five (5) years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) year of the three (3) years and 11 months available.

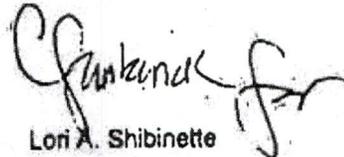
Should the Governor and Council not authorize this request New Hampshire homeless shelters, permanent and supportive housing, and outreach programs, which currently receive federal funding, may not be able to utilize the federally mandated HMIS and, therefore, may no longer be eligible to receive that federal funding. This could impact the operational capacity of many community programs supporting the homeless as well as possibly eliminating many full-time jobs.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number #14.267, FAIN # NH0011L1T002013, NH0023L1T012013, NH0035L1T022013, Assistance Listing Number #14.231 E-21-DC-33-0001

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

Respectfully submitted,



Lori A. Shabinette
Commissioner

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

05-95-42-423010-78270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM
100% Federal Funds

Institute for Community Alliances

Vendor #301842-B001

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$76,048.00	\$0.00	\$76,048.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$8,337.00	\$0.00	\$8,337.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$69,710.00	\$69,710.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$8,337.00	\$8,337.00
		Sub Total		\$234,479.00	\$76,047.00	\$310,526.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$51,954.00	\$0.00	\$51,954.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$4,329.00	\$0.00	\$4,329.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$47,624.00	\$47,624.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$4,329.00	\$4,329.00
		Sub Total		\$160,189.00	\$51,953.00	\$212,142.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$1,038.00	\$0.00	\$1,038.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$11,436.00	\$11,436.00
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$1,038.00	\$1,038.00
		Sub Total		\$38,460.00	\$12,474.00	\$50,934.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$39,570.00	\$0.00	\$39,570.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$21,000.00	\$0.00	\$21,000.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$80,615.00	\$0.00	\$80,615.00
2022	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$81,000.00	\$81,000.00
2023	074-500589	Grants for Pub Asst and Relief	TBD	\$0.00	\$81,000.00	\$81,000.00
		Sub Total		\$141,185.00	\$162,000.00	\$303,185.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$161,486.00	\$161,486.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$161,486.00	\$161,486.00
		Sub Total		\$219,604.00	\$322,972.00	\$542,576.00

Overall Total	\$793,817.00	\$625,446.00	\$1,419,363.00
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Denis Goulet
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

27 Hazen Dr., Concord, NH 03301
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December 8, 2021

Lori A. Shibinette, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Shibinette:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend an existing contract with Institute for Community Alliances of, Des Moines, IA as described below and referenced as DoIT No. 2019-026C.

The purpose of this request is to extend the contract with the Institute for Community Alliances to continue contracted services required for the maintenance and operation of the New Hampshire Homeless Information System (HMIS) through July 31, 2023.

This amendment increases the Price Limitation by \$625,446, from \$793,917 to \$1,419,363, and extends the completion date from July 31, 2022 to July 31, 2023 upon Governor and Executive Council approval.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink that reads "Denis Goulet".

Denis Goulet

DG/ik
DoIT #2019-026C
cc: Michael Williams, IT Manager, DoIT

A mac



Lari A. Stibberty
Commissioner

Charlotte L. Santoro
Associate Commissioner

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

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-852-3343 Ext. 9474

Fax: 603-271-4110 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 10, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend an existing contract with Institute for Community Alliances (VC#301842-B001), Des Moines, IA for the operation and maintenance of the New Hampshire Statewide Homeless Management Information System, by exercising a contract renewal option by increasing the price limitation by \$140,474 from \$653,443 to \$793,917 and by extending the completion date from July 31, 2021 to July 31, 2022 effective August 1, 2021 or upon Governor and Council approval, whichever is later. 100% Federal Funds.

The original contract was approved by Governor and Council on March 27, 2019, Item #11 and most recently amended with Governor and Council approval on March 24, 2021, Item #6.

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

See attached fiscal details.

EXPLANATION

The purpose of this request is to continue to secure contracted services required for the operation of the New Hampshire Homeless Information System (HMIS) through July 31, 2022. The U.S. Department of Housing and Urban Development (HUD) provides the Department with a pre-approved list of qualified vendors capable of performing the required operating and maintenance services for the Homeless Management Information System (HMIS) system. Accordingly, the Department chose from one of HUD's pre-screened vendors rather than attempt to create the system internally. There are no New Hampshire based vendors that are existing HMIS System Administrators.

The web-based HMIS is regulated through federal regulations and a NH HMIS Governance Charter that all participating shelters and HUD funded programs are required to follow. The Governance Charter defines responsibilities by all system users in actions that include system security, local system administration, and client confidentiality. The Bureau of Housing Supports is the HMIS lead for NH, and the Institute for Community Alliances is the only vendor funded for HMIS activities in New Hampshire and is consistent with the centralized, statewide architecture developed under HUD guidance and adopted by the New Hampshire Continuum in 2002.

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

There were limited options for this service, which were vetted to determine if they would meet the needs of New Hampshire. The first was a decentralized approach, each shelter and program would be responsible for their own data system that would meet HUD requirements. This was determined to not be an option because of the cost to develop and manage multiple systems. The second was developing this system in-house using New Hampshire DoIT staff, which when considered, it was determined that DoIT did not have the resources to create such a system. The third option, which was chosen was to go with a HUD approved vendor and use their system.

As referenced in Exhibit C-1, Section 2, Renewal, of the original contract, the parties have the option to extend the agreement for up to five (5) years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) year of the four (4) years and eleven (11) months available.

Should the Governor and Council not authorize this request New Hampshire homeless shelters, permanent and supportive housing, and outreach programs, which currently receive federal funding, may not be able to utilize the federally mandated HMIS and, therefore, may no longer be eligible to receive that federal funding. This could impact the operational capacity of many community programs supporting the homeless as well as possibly eliminating many full-time jobs.

Area served: Statewide

Source of Funds:

CFDA#14.287 FAIN: NH0011L1T002013

CFDA#14.287 FAIN: NH0023L1T012013

CFDA#14.287 FAIN: NH0035L1T022013

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

Respectfully submitted,



Lori A. Shibillette
Commissioner

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

05-95-42-423010-70270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM
100% Federal Funds

Institute for Community Alliances

Vendor #301842-B001

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$76,047.00	\$0.00	\$76,047.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$76,048.00	\$0.00	\$76,048.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$6,337.00	\$69,710.00	\$76,048.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$6,337.00	\$6,337.00
		Sub Total		\$158,432.00	\$76,047.00	\$234,479.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$51,953.00	\$0.00	\$51,953.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$51,954.00	\$0.00	\$51,954.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$4,329.00	\$47,624.00	\$51,953.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$4,329.00	\$4,329.00
		Sub Total		\$108,236.00	\$51,953.00	\$160,189.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$12,474.00	\$0.00	\$12,474.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$1,038.00	\$11,436.00	\$12,474.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$1,038.00	\$1,038.00
		Sub Total		\$25,986.00	\$12,474.00	\$38,460.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$39,570.00	\$0.00	\$39,570.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$21,000.00	\$0.00	\$21,000.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$80,615.00	\$0.00	\$80,615.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
		Sub Total		\$141,185.00	\$0.00	\$141,185.00

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2020	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2021	102-500731	Contracts for Prog Svcs	TBD	\$109,802.00	\$0.00	\$109,802.00
2022	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
2023	102-500731	Contracts for Prog Svcs	TBD	\$0.00	\$0.00	\$0.00
		Sub Total		\$219,604.00	\$0.00	\$219,604.00

Overall Total	\$653,443.00	\$140,474.00	\$793,917.00
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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
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**Denis Goulet
Commissioner**

June 18, 2021

Lori A. Shibinette, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Shibinette:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend an existing contract with Institute for Community Alliances of Des Moines, IA as described below and referenced as DoIT No. 2019-026B.

The purpose of this request is to extend the contract with the Institute for Community Alliances to continue contracted services required for the maintenance and operation of the New Hampshire Homeless Information System (HMIS) through July 31, 2022.

This amendment increases the Price Limitation by \$140,474 from \$653,443 to \$793,917 and extends the completion date from July 31, 2021 to July 31, 2022 upon Governor and Council approval.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DG/ik
DoIT #2019-026B
cc: Michael Williams, IT Manager, DoIT

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

Carl A. Sabatino
Commissioner

Christine L. Sacco
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-832-3345 Ext. 9474
Fax: 603-271-4130 TDD Access: 1-800-735-2964 www.dhs.nh.gov

March 5, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into a Retroactive Sole Source amendment to an existing contract with Institute for Community Alliances (Vendor #301842-B001), Des Moines, IA, for the operation and maintenance of the New Hampshire Statewide Homeless Management Information System, by exercising a contract renewal option by increasing the price limitation by \$200,089 from \$453,354 to \$653,443 and extending the completion date from June 30, 2021 to July 31, 2021 upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on March 27, 2018, Item #11.

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

06-95-42-423010-7827 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING- SHELTER PROGRAM;

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2019	102-500731	Contracts for Program Services	42309315	\$39,570	\$0	\$39,570
2020	102-500731	Contracts for Program Services	42309319	\$21,000	\$0	\$21,000
2021	102-500731	Contracts for Program Services	42309324	\$21,000	\$59,615	\$80,615
			Subtotal	\$81,570	\$59,615	\$141,185

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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05-95-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING-SHELTER PROGRAM;

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	42307308	\$140,474	\$0	\$140,474
2021	102-500731	Contracts for Prog Svc	42307308	\$11,706	\$128,770	\$140,476
2022	102-500731	Contracts for Prog Svc	42307310	\$0	\$11,704	\$11,704
			Subtotal	\$152,180	\$140,474	\$292,654

05-98-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING-SHELTER PROGRAM;

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	42307020	\$109,802	\$0	\$109,802
2021	102-500731	Contracts for Prog Svc	42307020	\$109,802	\$0	\$109,802
2022	102-500731	Contracts for Prog Svc		\$0	\$0	\$0
			Subtotal	\$219,604	\$0	\$219,604
			Total	\$453,354	\$200,089	\$653,443

EXPLANATION

This request is **Sole Source** because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labeled as sole source. Additionally, based on the application evaluation process, the U.S. Department of Housing and Urban Development (HUD) provides the Department a detailed list of qualifications required of an HMIS system. There is a finite number of HMIS agencies that meet those qualifications, and the Department chose from existing vendors rather than attempt to create the system internally. All Continuum of Care grants are ranked and scored through the CoC Program Application competitive process. The HMIS grant was included in the Tier 1 ranking.

This request is **Retrospective** because the original contract did not include sufficient funding for State Fiscal Year 2021. This was due to the fact that the original HUD award included an incorrect end date of June 30, 2021, which was later corrected by HUD, but only after the Governor and Council approved the original DHHS contract on March 27, 2019 which included June 30, 2021 as an end date to align with the Federal award. Consequently, the original contract only had funding available for State Fiscal Years 2019 and 2020. The Department received final of the three additional award letters for additional funding for State Fiscal Years 2021 and 2022 on July 17, 2020. These awards were delayed being released by HUD due to the impact of COVID-19 on that

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

agency. Unfortunately, the Department received the awards at a point when it was immersed in the immediate COVID-19 statewide response. Additionally, it is not atypical for DHHS to receive HUD awards after the grant start date, which complicates the contracting process.

The purpose of this request is to continue to secure contracted services required for the operation of the New Hampshire Homeless Information System (HMIS) through July 31, 2021.

The New Hampshire Department of Information Technology (DoIT) has reviewed the proposed contract #2019-028, as posted on July 19, 2018, and has issued a DoIT approval letter, which is included with this agreement package. The web-based HMIS is regulated through policies and procedures that all participating shelters and programs are required to follow. The policies and procedures define responsibilities by all system users in actions that include system security, local system administration, and client confidentiality. This is the only HMIS project funded by HUD in New Hampshire and is consistent with the centralized, statewide architecture developed under HUD guidance and adopted by the New Hampshire Continuums in 2002.

There are limited options for this service, which were vetted and determined that they would meet the needs of New Hampshire. The first is a decentralized approach would be for each shelter to do this independently. This is not the preferred method because this decentralized data system would be supported in regions that have the financial resources and ability to manage such an information technology system. The second is developing this system in-house using New Hampshire DoIT staff. When considered, it was determined that the DoIT lacked the resources to create such a system.

As referenced in Exhibit C-1, Section 2, Renewal, of the original contract, the parties have the option to extend the agreement for up to one (5) years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) month of the five (5) years available for renewal.

Should the Governor and Executive Council determine not to approve this request, New Hampshire homeless shelters, permanent and supportive housing, and outreach programs, which currently receive federal funding, may not be able to utilize the federally mandated HMIS and, therefore, may no longer be eligible to receive that federal funding. This could impact the operational capacity of many community programs supporting the homeless as well as possibly eliminating many full-time jobs.

Area served: Statewide

Source of Funds:

CFDA#14.267 FAIN:NH001L1T001912

CFDA#14.267 FAIN: NH0023L1T011900

CFDA#14.267 FAIN: NH0035L1T021912

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

Respectfully submitted,

Lori A. Shibley
Commissioner

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DocuSign Envelope ID: 421A8E77-8091-479A-B018-19C75F283F09



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
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www.nh.gov/doit

Denis Goulet
Commissioner

January 28, 2021

Lori A. Shibinicte, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Shibinicte:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend an existing Sole Source contract with Institute for Community Alliances of, Des Moines, IA as described below and referenced as DoIT No. 2019-026A.

The purpose of this agreement is for the continued operations, support, and maintenance of the web-based Homeless Management Information System (HMIS).

The funding amount for this amendment is \$200,089, increasing the current contract from \$453,354 to \$653,443 and by extending the completion date to July 31, 2021 from the original completion date of June 30, 2021. This amendment shall become effective upon Governor and Executive Council approval through July 31, 2021.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DC/kaf
DoIT #2019-026A
RID: N/A
cc: Michael Williams, IT Manager, DoIT

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DocuSign Envelope ID: 424A8E77-B091-479A-BD18-19C75F2B3F99



Jeffrey A. Meyer
Commissioner

Carloline L. Santantella
Director

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

129 PLEASANT STREET, CONCORD, NH 03301-3837
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March 8, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into a sole source agreement with Institute for Community Alliances (Vendor #301842-8001), 1111 - 9th Street, Suite 380, Des Moines, IA 50314, in an amount not to exceed \$453,354, for the operation and maintenance of the New Hampshire Statewide Homeless Management Information System to be effective upon the date of Governor and Executive Council approval through June 30, 2021. 52% Federal and 48% General Funds.

Funds are available in the following accounts in State Fiscal Year 2019, and are anticipated to be available in State Fiscal Years 2020 and 2021, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from the Governor and Executive Council, if needed and justified.

05-95-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING- SHELTER PROGRAM;

State Fiscal Year	Class/Object	Class Title	Job Number	Amount
2019	102-500731	Contracts for Program Services	TBD 1	\$39,570.
2020	102-500731	Contracts for Program Services	TBD 1	\$21,000
2021	102-500731	Contracts for Program Services	TBD 1	\$21,000
			Sub Total	\$81,570.

05-95-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING- SHELTER PROGRAM;

State Fiscal Year	Class/Object	Class Title	Job Number	Amount
2020	102-500731	Contracts for Program Services	TBD 2	\$140,474
2021	102-500731	Contracts for Program Services	TBD 2	\$11,708
			Sub Total	\$152,180

05-95-42-423010-7827 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING- SHELTER PROGRAM;

State Fiscal Year	Class/Object	Class Title	Job Number	Amount
2020	102-500731	Contracts for Program Services	TBD 3	\$109,802
2021	102-500731	Contracts for Program Services	TBD 3	\$109,802
			Sub Total	\$219,604
			Grand Total	\$453,354

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

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EXPLANATION

This agreement is sole source because HUD requires HMIS grant funds to be utilized exclusively through a single, established, State Sponsor Agency capable of maintaining consistent, statewide services for over thirteen thousand (13,000) individuals annually. The knowledge, training, and licensing required to perform this role are so specialized that only this vendor, the sole nationwide HMIS lead agency that offers vital, in-state support, is capable of serving as the Sponsor Agency.

The purpose of this request is to secure contracted services required for the operation of the New Hampshire Homeless Information System (HMIS) through June 30, 2021. The previous contractor, for the past eight years, formally announced on June 11, 2018 they will no longer provide HMIS services to the State beyond the term of their current contract. The Bureau of Housing Supports (BHS) consulted with the Technical Assistance Collaborative, U.S. Department of Housing and Urban Development (HUD) approved technical assistance provider, and found the proposed new contractor, a nationwide non-profit, who is the lead HMIS provider for over thirty other Continuum of Care across the country and is the only nationwide HMIS lead agency that offers in-state support. The new contractor will use the same HMIS program, hardware and software platforms as the previous HMIS provider, as well as having the same contract provisions bound by the same federal and state guidelines.

The New Hampshire Department of Information Technology (DoIT) has reviewed the proposed contract #2019-026, as posted on July 19, 2018, and has issued a DoIT approval letter which is included with this agreement package. The web-based HMIS is regulated through policies and procedures that all participating shelters and programs are required to follow. The policies and procedures define responsibilities by all system users in actions that include system security, local system administration, and client confidentiality. This is the only HMIS project funded by HUD in New Hampshire and is consistent with the centralized, statewide architecture developed under HUD guidance and adopted by the New Hampshire Continuums in 2002.

Alternatives to contracting these services could include utilizing funds from local community organizations such as emergency homeless shelters, however this would result in a decentralized data system that could only be supported in regions able to accrue necessary local funds for software and services. Another option is to build an in-house system using DoIT staff. When considered, it was determined that DoIT lacked the resources to create such a system.

The web-based HMIS provides value to the Department through improved capacity to measure and serve homeless populations while ensuring federal regulatory compliance. Collateral project goals are to use HMIS software to improve housing service resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs. An additional benefit is improved coordination of essential services and supports that address homelessness.

As referenced in Exhibit C-1 of this contract, this Agreement has the option to extend for up to five (5) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennium.

Should the Governor and Executive Council determine not to approve this request, New Hampshire homeless shelters and permanent and supportive housing and outreach programs, which currently receive federal funding, may not be able to utilize the federally mandated HMIS and, therefore, may no longer be eligible to receive that federal funding. This could impact the operational capacity of many community programs supporting the homeless as well as possibly eliminating many full-time jobs.

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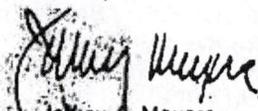
His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Source of Funds: 52% Federal Funds from the U.S. Department of Housing and Urban Development, Continuum of Care and Emergency Solutions Grant Programs, Office of Community Planning and Development, Catalog of Federal Domestic Assistance Numbers (CFDA) #14.267 and 14.231 and 48% General Funds.

Area Served: Statewide.

In the event that federal funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,


Jeffrey A. Meyers
Commissioner

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Denis Goulet
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

27 Mason Dr., Concord, NH 03301
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www.nh.gov/doit

March 11, 2019.

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a sole source agreement with Institute for Community Alliances (ICA) of Des Moines, IA 50314 (Vendor #301842-B001) as described below and referenced as DoIT No. 2019-026.

This is a request to enter into a sole source contract to secure services for the operation of the New Hampshire Homeless Information System (HMIS). The previous contractor, for the past eight years, formally announced they will no longer provide the services beyond their present contract. Bureau of Homeless and Housing Services consulted with the Technical Assistance Collaborative, US Department of Housing and Urban Development (HUD), found the proposed new contractor, a nationwide non-profit, who is the lead HMIS provider across the country and is the only nationwide HMIS lead agency that offers in-state support.

The amount of the contract is not to exceed \$453,354.00, and shall become effective upon the date of Governor and Executive Council approval, whichever is later, through June 30, 2021.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DG/ik/ek
DoIT #2019-026
cc: Bruce Smith, IT Manager, DoIT