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

Lori A. Weaver  
Commissioner

Katja S. Fox  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
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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 Tri-County Community Action Program, Inc. (VC#177195) Berlin, NH, for the provision of housing services continuum of care projects, and to modify the scope of services to replace the transitional housing program with a permanent supportive housing program, in accordance with Youth Homelessness Demonstration Program requirements, by increasing the price limitation by \$31,699 from \$1,656,596 to \$1,688,295 with no change to the contract completion date of August 31, 2027, effective retroactive to April 1, 2025 upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on June 28, 2023, item #42, and amended on December 4, 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 align with the project start date of April 1, 2025 for the Youth Homelessness Demonstration Program (YHDP), Permanent Supportive Housing (PSH) as required by the U.S. Department of Housing and Urban Development (HUD). The Department received the delayed HUD award for Permanent Supportive Housing and for Coordinated Entry on May 27, 2025, and July 22, 2025, respectively and was therefore unable to present this request prior to April 1, 2025. This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. Federal regulations require all procurement efforts for these services to be directed by the U.S. Department of Housing and Urban Development (HUD) through an annual Continuum of Care competitive application process.

The purpose of this request is to increase funding and modify scope to support the Contractor's continued delivery of a continuum of care housing project. The Contractor will transition the project component, Youth Homelessness Demonstration Program Transitional Housing to a Youth Homelessness Demonstration Program, Permanent Supportive Housing Program (YHDP PSH) project as directed by HUD. This will allow the Contractor to provide services to house youth across multiple communities as opposed to a single, fixed service

location. The Contractor, in collaboration with the Department, identified that youth should be housed in their preferred community, and not one fixed location, to ensure they have access to transportation, employment, education, and other services. It is anticipated that this will optimize the number of youths served and increase the use of supportive services. The Contractor will continue to maximize each participant's ability to live more independently by providing connections to community services through Permanent Supportive Housing services, which offer long-term rental and leasing assistance for participants with a disability, as defined by HUD, and Coordinated Entry, which provides a streamlined approach to engage participants and assess their housing, service, and case management needs.

Approximately 12 households will be served through the Permanent Supportive Housing project, at any given time annually; four (4) households comprised of four (4) young adults will be served through the YHDP PSH Program, at any given time annually; and a range of 100-500 will be served annually through the Coordinated Entry project.

The Department will continue to monitor services by reviewing annual reports provided by the Contractor and conducting annual reviews related to compliance with administrative rules and contractual agreements.

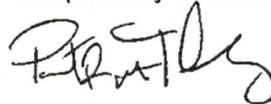
Should the Governor and Council not authorize this request, there will be fewer permanent housing options and supportive services available, leaving vulnerable individuals and families experiencing homelessness in unsafe situations without needed support. Additionally, the Department will be out of compliance with federal regulations, which could result in a loss of federal funding for these and other types of permanent housing and supportive service programs.

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. Documents supporting these assertions are available at the agency, for review upon request. The Contractor is a non-profit organization, and the Department has also confirmed the Contractor is registered and in good standing with the Department of Justice's Charitable Division.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #14.267, FAIN # NH0020L1T002417, NH0096L1T002409 and NH0147Y1T002402.

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**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased)	Total Amount
2024	074-500589	Grants for Pub Asst and Relief	multiple	\$320,196	\$0	\$320,196
2025	074-500589	Grants for Pub Asst and Relief	42307050	\$437,088	\$0	\$437,088
			<b>Subtotal</b>	<b>\$757,284</b>	<b>\$0</b>	<b>\$757,284</b>

**05-95-92-921510-31700000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH DIV, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM (100% Federal Funds NH0020)**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Total Amount
2026	072-509073	Grants - Federal	92157050	\$244,732	\$21,945	\$266,677
2027	072-509073	Grants - Federal	92157050	\$244,732	\$4,389	\$249,121
2028	072-509073	Grants - Federal	92157050	\$40,789	\$0	\$40,789
			<b>Subtotal</b>	<b>\$530,253</b>	<b>\$26,334</b>	<b>\$556,587</b>

**05-95-92-921510-31700000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH DIV, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM (100% Federal Funds NH0096)**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Total Amount
2026	072-509073	Grants - Federal	42307058	\$130,822	\$1,293	\$132,115
2027	072-509073	Grants - Federal	42307058	\$130,822	\$0	\$130,822
			<b>Subtotal</b>	<b>\$261,644</b>	<b>\$1,293</b>	<b>\$262,937</b>

**05-95-92-921510-31700000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH DIV, HOMELESS & HOUSING, HOUSING - SHELTER PROGRAM (100% Federal Funds NH0147)**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Total Amount
2026	072-509073	Grants - Federal	92157060	\$85,932	\$3,054	\$88,986
2027	072-509073	Grants - Federal	92157060	\$21,483	\$1,018	\$22,501
			<b>Subtotal</b>	<b>\$107,415</b>	<b>\$4,072</b>	<b>\$111,487</b>

			<b>Total</b>	<b>\$1,656,596</b>	<b>\$31,699</b>	<b>\$1,688,295</b>
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**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Continuum of Care TCCAP contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Tri-County Community Action Program, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 28, 2023, item #42, as amended on December 04, 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:  
\$1,688,295
2. Modify Exhibit A - Revisions to Standard Provisions, by adding Subsection 1.4., to read:  
1.4 Paragraph 6, Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity, Subparagraph 6.1., is amended as follows:  
6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, RSA 151:21 Patients' Bill of Rights, civil rights and equal employment opportunity laws, and the Governor's order on Respect and Civility in the Workplace, Executive Order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.
3. Modify Exhibit B, Scope of Services, Amendment #1, by adding Section 1.1.1.9., to read:  
1.1.1.9. The Contractor must provide a Youth Homelessness Demonstration Program, Permanent Supportive Housing program (herein YHDP PSH), in this agreement, effective April 1, 2025, that is targeted to serve four (4) households comprised of four (4) young adults, ages 18-24 at the time of project entry, who are experiencing homelessness.
4. Modify Exhibit B, Scope of Services, Amendment #1, by deleting Section 1.1.2.3.1. in its entirety.
5. Modify Exhibit B, Scope of Services, Amendment #1, Section 1.1.2.9., to read:  
1.1.2.9. The Contractor must ensure that all persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have immediate and confidential access to available crisis services within the defined CE System geographic area as described in Section 1.1.2.3., and are referred to the Coordinated Entry Domestic Violence Regional Access Point upon participant request.
6. Modify Exhibit B, Scope of Services, Amendment #1, Section 1.1.2.10., to read:  
1.1.2.10. The Contractor must ensure that all persons served by the CE System are assessed using the approved CoC Coordinated Entry Assessment tools. The Contractor must use these tools to ensure that all persons served are assessed in a consistent manner, using the same process. The Contractor must:  
1.1.2.10.1. Ensure that participant assessment information is updated at least once

a year if the participant is served by the CE System for more than 12 months within HMIS or other comparable database as directed by the Department. Staff may update participant records with new information as new or updated information becomes known by staff;

- 1.1.2.10.2. Conduct assessments in accordance with the policies and procedures of the CE System. The assessment process will progressively collect only enough participant information to prioritize and refer participants to available CoC housing and support services; and
  - 1.1.2.10.3. Conduct an annual assessment of the service needs of all program participants and adjust services as necessary, per 24 CFR 578.
7. Modify Exhibit B, Scope of Services, Amendment #1, Section 1.1.2.11., to read:
- 1.1.2.11. The Contractor must collect accurate and meaningful data on persons served by the CE System, review evaluation results, and offer insights about potential improvements to CE System processes and operations per HUD requirements.
8. Modify Exhibit B, Scope of Services, Amendment #1, Section 1.1.2.12., to read:
- 1.1.2.12. The Contractor must determine whether the program participants' eligibility was adequately documented in terms of their homeless status upon entry into the program per 24 CFR 578.103.
9. Modify Exhibit B, Scope of Services, Amendment #1, by adding Section 1.1.2.13., to read:
- 1.1.2.13. The Contractor must provide Violence Against Women (VAWA) eligible services, including using project funds to provide for emergency transfer facilitation, which includes the costs of assessing, coordinating, approving, and denying and implementing a survivor's emergency transfer and to provide for VAWA confidentiality requirements, which includes the costs of ensuring compliance with the VAWA confidentiality requirements, per Section III.B.4.a.(3)(a) of the FY2023 NOFO.
10. Modify Exhibit B, Scope of Services, Amendment #1, Sections 1.1.3. through 1.1.3.7., to read:  
Reserved
11. Modify Exhibit B, Amendment #1, Scope of Services, Section 1.2.18., to read:
- 1.2.18. The Contractor must utilize the New Hampshire Homeless Management Information System (NH HMIS) as the primary reporting tool for outcomes and activities of shelter and housing programs funded through this contract. The Contractor must:
    - 1.2.18.1. Ensure all programs are licensed to provide client level data into the NH HMIS or into a comparable database, per 24 CFR 578, eCFR :: 24 CFR Part 578 -- Continuum of Care Program; and
    - 1.2.18.2. Follow NH HMIS policy, including specific information required for data entry, accuracy of data entered, and time required for data entry. Refer to Exhibit K for Information Security requirements and Exhibit I for Privacy requirements.
12. Modify Exhibit B, Scope of Services, Amendment #1 by adding Section 1.3.3., to read:
- 1.3.3. The Department may annually conduct a review, onsite or remotely at DHHS's discretion, of the Contractor's participant files and at least one month of financial data to ensure compliance with the contractual objectives.
13. Modify Exhibit C, Payment Terms; Section 1.1., to read:
- 1.1. 100% Federal funds, Title XIV Housing Programs under the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act), Subtitle A-Housing Assistance (Public Law 102-550), by the US Dept of Housing and Urban Development,

Continuum of Care Program , Assistance Listing Number: 14.267, as awarded on:

- 1.1.1. March 28, 2023, FAIN #'s: NH0020L1T002215, NH0096L1T002207;
- 1.1.2. May 20, 2024, FAIN #'s: NH0020L1T002316, NH0096L1T002308 and NH0147Y1T002301;
- 1.1.3. May 27, 2025, FAIN #'s: NH0020L1T002417, and NH0096L1T002409; and
- 1.1.4. July 22, 2025, FAIN #: NH0147Y1T002402.

14. Modify Exhibit C, Payment Terms; Section 3., to read:

- 3. The Contractor must submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor must ensure each invoice:
  - 3.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
  - 3.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
  - 3.3. Identifies and requests payment for allowable costs incurred in the previous month, and identifies match funds and sources expended during the billing period.
  - 3.4. Includes supporting documentation of:
    - 3.4.1. Allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable; and
    - 3.4.2. Source documentation for matching funds, which verify that the cost was incurred within the month submitted on the invoice, applicable to each contract as follows:
      - 3.4.2.1. Supportive Services Tracker;
      - 3.4.2.2. Administration Tracker;
      - 3.4.2.3. Operating Tracker;
      - 3.4.2.4. Rental Assistance Tracker;
      - 3.4.2.5. HMIS Tracker; and
      - 3.4.2.6. Any new rental calculations or changes in rental calculations.
  - 3.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
  - 3.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to [housingsupportsinvoices@dhhs.nh.gov](mailto:housingsupportsinvoices@dhhs.nh.gov) or mailed to:

NH DHHS  
Bureau of Homeless Services  
129 Pleasant Street  
Concord, NH 03301.

- 15. Modify Exhibit C-5, Budget, Amendment #1, by replacing it in its entirety with Exhibit C-5, Budget, Amendment #2, which is attached hereto and incorporated by reference herein.
- 16. Modify Exhibit C-6 Budget, Amendment #1, by replacing it in its entirety with Exhibit C-6, Budget, Amendment #2, which is attached hereto and incorporated by reference herein.
- 17. Modify Exhibit C-10 Budget, Amendment #1, by replacing it in its entirety with Exhibit C-10, Budget, Amendment #2, which is attached hereto and incorporated by reference herein.

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

9/15/2025  
\_\_\_\_\_  
Date

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

Tri-County Community Action Program, Inc.

9/15/2025  
\_\_\_\_\_  
Date

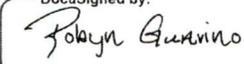
DocuSigned by:  
*Jeanne Robillard*  
\_\_\_\_\_  
Name: Jeanne Robillard  
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

9/15/2025

Date

DocuSigned by:  
  
748734844941460  
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:

TCCAP - PSH I  
CoC Funds - NH0020L17002316

Activity Name	SFY2026 - 9/1/25 - 6/30/26								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 150,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,130	\$ -	\$ -
Supportive Services	\$ 69,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,099	\$ -	\$ -
VAWA	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ -	\$ -
Administration	\$ 5,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,279	\$ -	\$ -
25% Required Match	\$ 66,472	\$ -	\$ -	\$ 66,472	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 282,360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,472</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,888</b>	<b>\$ -</b>	<b>\$ -</b>

Activity Name	SFY2027 - 7/1/26 - 8/31/26								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 30,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,029	\$ -	\$ -
Supportive Services	\$ 13,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,940	\$ -	\$ -
VAWA	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17	\$ -	\$ -
Administration	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195	\$ -	\$ -
25% Required Match	\$ 11,295	\$ -	\$ -	\$ 11,295	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 66,473</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,178</b>	<b>\$ -</b>	<b>\$ -</b>

Activity Name	TOTAL - 9/1/25 - 8/31/26								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 180,159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,159	\$ -	\$ -
Supportive Services	\$ 83,039	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,039	\$ -	\$ -
VAWA	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -
Administration	\$ 7,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,171	\$ -	\$ -
25% Required Match	\$ 67,787	\$ -	\$ -	\$ 67,787	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 338,833</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,787</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 271,046</b>	<b>\$ -</b>	<b>\$ -</b>

Total WIO Match \$ 271,046

TCCAP - CE  
CoC Funds - NH0096L1T002308

Activity Name	SFY2026 - 7/1/25-6/30/26								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 122,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,917	\$ -	\$ -
Leasing	\$ 5,928						\$ 5,928		
Administration	\$ 3,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,270	\$ -	\$ -
25% Required Match	\$ 33,523	\$ -	\$ -	\$ 33,523	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 165,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,523</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,115</b>	<b>\$ -</b>	<b>\$ -</b>

Activity Name	TOTAL - 7/1/25-6/30/26								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 122,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,917	\$ -	\$ -
Leasing	\$ 5,928						\$ 5,928		
Administration	\$ 3,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,270	\$ -	\$ -
25% Required Match	\$ 33,523	\$ -	\$ -	\$ 33,523	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 165,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,523</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,115</b>	<b>\$ -</b>	<b>\$ -</b>

Total W/O Match \$ 132,115

TCCAP TH  
CoC Funds - NH0147Y1T002301

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
Supportive Services	\$ 53,951	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,951	\$ -	\$ -
Operating Costs	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -
Administration	\$ 3,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,052	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 67,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,503</b>	<b>\$ -</b>	<b>\$ -</b>

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
Supportive Services	\$ 17,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,984	\$ -	\$ -
Operating Costs	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -
Administration	\$ 1,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,017	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 22,501</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,501</b>	<b>\$ -</b>	<b>\$ -</b>

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
Supportive Services	\$ 71,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,935	\$ -	\$ -
Operating Costs	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -
Administration	\$ 4,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,069	\$ -	\$ -
25% Required Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 90,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,004</b>	<b>\$ -</b>	<b>\$ -</b>

Total W/O Match \$ 90,004

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

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November 6, 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 **Retroactive, Sole Source** amendment to an existing contract with Tri-County Community Action Program, Inc. (VC#177195) Berlin, NH for the continued provision of housing services continuum of care projects, and to add a Youth Homelessness Demonstration Program, Transitional Housing project, by increasing the price limitation by \$224,316 from \$1,432,280 to \$1,656,596 with no change to the contract expiration date of August 31, 2027, effective retroactive to October 1, 2024 upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on June 28, 2023, item #42.

Funds are available in the following accounts for State Fiscal Year 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.

05-95-42-423010-79270000 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
2024	074-500589	Grants for Pub Asst and Relief	multiple	\$320,196	\$0	\$320,196
2025	074-500589	Grants for Pub Asst and Relief	42307050	\$358,070	\$79,018	\$437,088
2026	074-500589	Grants for Pub Asst and Relief	42307050	\$358,070	\$103,416	\$461,486
2027	074-500589	Grants for Pub Asst and Relief	42307050	\$358,070	\$38,967	\$397,037
2028	074-500589	Grants for Pub Asst and Relief	42307050	\$37,874	\$2,915	\$40,789
			Total	\$1,432,280	\$224,316	\$1,656,596

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

This request is **Retroactive** to align with the project start date of October 1, 2024 for the Youth Homelessness Demonstration Program - Transitional Housing program as required by the U.S. Department of Housing and Urban Development (HUD). The Department needed more time to modify and finalize the scope and was not able to present this request to Governor and Council by October 1, 2024. This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. Federal regulations require all procurement efforts for these services to be directed by HUD through an annual Continuum of Care (CoC) competitive application process. The Department must contract with the vendor selected as a result of this HUD process.

The purpose of this request is to allow the Department to increase funding and add scope for the following projects as awarded by HUD:

- Permanent Supportive Housing
- Coordinated Entry
- Youth Homelessness Demonstration Program – Transitional Housing

Approximately 12 households will be served through the Permanent Supportive Housing project and approximately three (3) households comprised of approximately four (4) individuals will be served through the Youth Homelessness Demonstration Program, Transitional Housing program, at any given time annually, and a range of 100-500 will be served annually through the Coordinated Entry project.

The Contractor, utilizing the federally required Housing First model, will continue to provide Permanent Supportive Housing services offering long-term rental and leasing assistance for participants with a disability, as defined by HUD. Additionally, the Contractor will continue to provide participants with quick access to the most appropriate services and housing resources available through Coordinated Entry, and will provide emergency triage services, case management, rental assistance for youth and young adults between the ages of 18-24. Overall, the Contractor works to maximize each participant's ability to live more independently by providing connections to community and mainstream services.

The Department will continue to monitor services by reviewing annual reports provided by the Contractor and conducting annual reviews related to compliance with administrative rules and contractual agreements.

Should the Governor and Council not authorize this request, there will be fewer permanent housing options and supportive services available, leaving vulnerable individuals, youth and families experiencing homelessness in unsafe situations without needed support. Additionally, the Department will be out of compliance with federal regulations, which could result in a loss of federal funding for these and other types of permanent housing and supportive service programs.

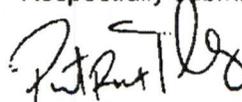
Area served: Statewide

Source of Federal Funds: Assistance Listing Number #14.267, FAIN #'s NH0020L1T002316, NH0096L1T002308 and NH0147Y1T002301.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



*L*  
Lori A. Weaver  
Commissioner

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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

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May 25, 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 **Sole Source** contract with Tri-County Community Action Program, Inc. (VC#177195) Berlin, NH in the amount of \$1,432,280 for the provision of a housing services continuum of care project, with the option to renew for up to four (4) additional years, effective July 1, 2023, upon Governor and Council approval, through August 31, 2027. 100% Federal Funds.

Funds are anticipated to be available in State Fiscal Years 2024 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.

05-95-42-423010-79270000 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	Total Amount
2024	074-500585	Grants for Pub Asst and Relief	TBD	\$320,196
2025	074-500585	Grants for Pub Asst and Relief	TBD	\$358,070
2026	074-500585	Grants for Pub Asst and Relief	TBD	\$358,070
2027	074-500585	Grants for Pub Asst and Relief	TBD	\$358,070
2028	074-500585	Grants for Pub Asst and Relief	TBD	\$37,874
			Total	\$1,432,280

**EXPLANATION**

This request is **Sole Source** because federal regulations require all procurement efforts to be directed by the U.S. Department of Housing and Urban Development (HUD) which requires the Department to specify the vendor's name during the annual, federal, Continuum of Care (CoC) competitive application process for up to a year prior to the grant award being issued. As the Collaborative Applicant, the Department is required to issue a Request for Proposals, through the Continuum, based on the HUD 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 funding based on strict federal criteria specifying eligible activities, populations to be served, expected performance

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and the Honorable Council  
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outcomes, and time frames for the application competition and subsequent Departmental agreements. The Department receives notification of the awards and signed grant agreements from HUD several months later; at which time agreements, such as the one contained in this request, can be executed.

A total of approximately 12 households will be served, at any given time annually, through the Permanent Housing projects, and a range of 100-500 may be served through the Coordinated Entry project.

Using the federally required Housing First model, the Contractor will provide a housing services continuum of care project that includes the following categories:

- Permanent Supportive Housing (PSH) services that deliver long-term rental and leasing assistance for participants with a disability, as defined by The U.S. Department of Housing and Urban Development (HUD). PSH includes supportive services designed to meet the individual needs of program participants without being a prerequisite for rental or leasing assistance.
- Coordinated Entry (CE) services that ensure the implementation, and daily operation, of a structured system, in accordance with CoC Program rules, for admitting, prioritizing and assessing the housing, supportive services and case management needs of program participants. CE utilizes a trauma-informed approach and active techniques, such as street outreach, to ensure individualized services for diverse populations.

Additionally, the Contractor will work to maximize each participant's ability to live more independently by providing connections to community and mainstream services.

The Department will monitor services by reviewing annual reports provided by the Contractor and conducting annual reviews related to compliance with administrative rules and contractual agreements.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions of the attached agreement, the parties have the option to extend the agreement for up four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval.

Should the Governor and Council not authorize this request, there will be fewer permanent housing options and supportive services available, leaving vulnerable individuals and families experiencing homelessness in unsafe situations without needed support. Additionally, the Department will be out of compliance with federal regulations, which could result in a loss of federal funding for these and other types of permanent housing and supportive service programs.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #14.267, FAIN #: NH0020L1T002215, NH0096L1T002207.

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