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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES FEB 11 2026  
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

December 31, 2025

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Sole Source** amendment to an existing contract with Concord Coalition to End Homelessness (VC#267140), Concord, NH to add funding and modify scope for the continued provision of Continuum of Care housing services, by exercising a contract renewal option, by increasing the price limitation by \$125,661 from \$700,525 to \$826,186 and extending the completion date from September 30, 2029 to November 30, 2029, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on September 25, 2024, item #21.

Funds are available in the following accounts for State Fiscal Years 2026 and 2027, and are anticipated to be available in State Fiscal Years 2028 to 2030, 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 to add funding and modify scope for the continued provision of Continuum of Care housing services as further described below. 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 Department must contract with the vendor selected as a result of this HUD process.

The purpose of this request is to add funding as awarded by HUD for the Permanent Supportive Housing project to support the Contractor's continued delivery of Continuum of Care housing services. The additional funding is the result of the Consolidated Appropriations Act, 2024, which authorizes HUD to make reasonable cost of living adjustments to renewal amounts to help afford increasing cost of operations due to inflation. This amendment is also to make minor scope modifications to reflect updated HUD language. Additionally, this amendment is to consolidate the Permanent Supportive Housing project scope from one (1) Continuum of Care contract that will be terminated upon approval of this request.

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
Page 2 of 2

Approximately ten (10) households will continue to be served at any given time annually through the Permanent Housing project.

The Contractor will continue to deliver Permanent Supportive Housing services offering long-term rental assistance for participants with a disability, as defined by HUD. 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 requirements.

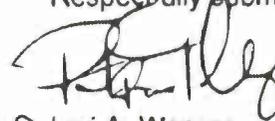
As referenced in Exhibit A, Revisions to Standard Agreement Provisions, of the original agreement, the parties have the option to extend the agreement for up to five (5) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) months of the five (5) years available to align with the end date of the HUD award.

Should the Governor and Council not authorize this request, the Contractor will not receive additional funding, as awarded by HUD, to support cost of living adjustments, and the contract scope will not reflect current HUD language nor the consolidated scope. This may result in 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, FAINs NH00166L1T002401, and NH0007L1T002417

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**

Concord Coalition to End Homelessness

Vendor #267140

NH0166 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0	\$0	\$0
2025	074-500589	Grants for Pub Asst and Relief	42307050	\$105,079	\$0	\$105,079
		Sub Total		\$105,079	\$0	\$105,079

NH0007 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2024	074-500589	Grants for Pub Asst and Relief	TBD	\$0	\$0	\$0
2025	074-500589	Grants for Pub Asst and Relief	42307050	\$0	\$0	\$0
		Sub Total		\$0	\$0	\$0

<b>Subtotal 7927</b>	<b>\$105,079</b>	<b>\$0</b>	<b>\$105,079</b>
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**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**

NH0166 100% FF

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	072-509073	Grants Federal	92157050	\$140,105	\$9,937	\$150,042
2027	072-509073	Grants Federal	92157050	\$140,105	\$7,098	\$147,203
2028	072-509073	Grants Federal	92157050	\$140,105	\$0	\$140,105
2029	072-509073	Grants Federal	92157050	\$140,105	\$0	\$140,105
2030	072-509073	Grants Federal	92157050	\$35,026	\$0	\$35,026
		Sub Total		\$595,446	\$17,035	\$612,481

NH0007 100% FF Reassigned from FIT

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2026	072-509073	Grants Federal	92157050	\$0	\$55,783	\$55,783
2027	072-509073	Grants Federal	92157050	\$0	\$52,843	\$52,843
2028	072-509073	Grants Federal	92157050	\$0	\$0	\$0
		Sub Total		\$0	\$108,626	\$108,626

<b>Subtotal 3170</b>	<b>\$595,446</b>	<b>\$125,661</b>	<b>\$721,107</b>
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<b>Overall Total</b>	<b>\$700,525</b>	<b>\$125,661</b>	<b>\$826,186</b>
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**State of New Hampshire  
Department of Health and Human Services  
Amendment #1**

This Amendment to the Continuum of Care - CCEH contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Concord Coalition to End Homelessness ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 25, 2024 (Item #21), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

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

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

1. Form P-37 General Provisions, Block 1.7., Completion Date, to read:  
November 30, 2029
2. Form P-37, General Provisions, Block 1.8., Price Limitation, to read:  
\$826,186
3. 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.
4. Modify Exhibit B, Scope of Services, Section 1.1.1.2., to read:
  - 1.1.1.2. The Contractor must provide a Permanent Supportive Housing program, in this agreement, that is targeted to serve ten (10) households.
5. Modify Exhibit B, Scope of Services, Section 1.2.7.1. lead-in paragraph only, to read:
  - 1.2.7.1. Utilization of a service provision model that ensures:
6. Modify Exhibit B, 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 E

for Information Security requirements and Exhibit F for Privacy requirements.

7. Modify Exhibit B, Scope of Services, Section 2.3., to read:
  - 2.3. Upon request by the Department, the Contractor must participate with the Department in a review, onsite or remotely at the Department's discretion, of the Contractor's participant files and at least one month of financial data to ensure compliance with the contractual objectives.
8. Modify Exhibit B, Scope of Services, Section 3.2., to read:
  - 3.2. The Contractor must ensure the APR is submitted to electronically as directed by the Department.
9. Modify Exhibit C, Payment Terms; Section 1., to read:
  1. This Agreement is funded by:
    - 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 (ALN) 14.267 as awarded on:
      - 1.1.1. September 25, 2024 FAIN NH0166L1T002300
      - 1.1.2. May 27, 2025, FAINs NH00166L1T002401, and NH0007L1T002417
10. Modify Exhibit C, Payment Terms, Section 3., to read:
  3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items, as specified in Exhibit C-1, Budget through Exhibit C-7, Budget, Amendment #1.
11. Modify Exhibit C, Payment Terms, Section 4., to read:
  4. 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:
    - 4.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.
    - 4.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.
    - 4.3. Identifies and requests payment for allowable costs incurred in the previous month.
    - 4.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.
    - 4.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to [housingsupportsinvoices@dhhs.nh.gov](mailto:housingsupportsinvoices@dhhs.nh.gov) or mailed to:

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

12. Modify Exhibit C-1, Budget Sheet, by replacing it in its entirety with Exhibit C-1, Budget Sheet – Amendment #1, which is attached hereto and incorporated by reference herein.

13. Modify Exhibit C-2, Budget Sheet, by replacing it in its entirety with Exhibit C-2, Budget Sheet –

Amendment #1, which is attached hereto and incorporated by reference herein

14. Add Exhibit C-6, Budget Sheet – Amendment #1, which is attached hereto and incorporated by reference herein.
15. Add Exhibit C-7, Budget Sheet – Amendment #1, 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 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

1/21/2026  
\_\_\_\_\_  
Date

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

Concord Coalition to End Homelessness

1/21/2026  
\_\_\_\_\_  
Date

Signed by:  
*Karen M Jantzen*  
\_\_\_\_\_  
Name: Karen M Jantzen  
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

1/21/2026

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

Exhibit C-1, Budget, Amendment #1

**Concord Coalition to End Homelessness**  
**CoC Funds - NH00166L1T002300**

**SFY2025 - 10/1/24-6/30/25**

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 77,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,184	\$ -	\$ -
Supportive Services	\$ 23,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,340	\$ -	\$ -
Administration	\$ 4,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,555	\$ -	\$ -
25% Required Match	\$ 42,480	\$ -	\$ -	\$ 42,480	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 147,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,480</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,079</b>	<b>\$ -</b>	<b>\$ -</b>

**SFY2026 - 7/1/25-11/30/25**

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 25,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,728	\$ -	\$ -
Supportive Services	\$ 7,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,780	\$ -	\$ -
Administration	\$ 1,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,518	\$ -	\$ -
25% Required Match	\$ 14,160	\$ -	\$ -	\$ 14,160	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 49,186</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,026</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL - 10/31/24-11/30/25**

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 102,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,912	\$ -	\$ -
Supportive Services	\$ 31,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,120	\$ -	\$ -
Administration	\$ 6,073	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,073	\$ -	\$ -
25% Required Match	\$ 56,640	\$ -	\$ -	\$ 56,640	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 196,745</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,640</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,105</b>	<b>\$ -</b>	<b>\$ -</b>

Total W/O Match \$ 140,105

Exhibit C-2, Budget, Amendment #1

**Concord Coalition to End Homelessness**  
**CoC Funds - NH00166L1T002401**

**SFY2026 - 12/1/25-6/30/26**

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 81,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,219	\$ -	\$ -
Supportive Services	\$ 29,242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,242	\$ -	\$ -
Administration	\$ 4,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,555	\$ -	\$ -
25% Required Match	\$ 28,754	\$ -	\$ -	\$ 28,754		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 143,770</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,754</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,016</b>	<b>\$ -</b>	<b>\$ -</b>

**SFY2027 - 7/1/26-11/30/26**

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 36,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,861	\$ -	\$ -
Supportive Services	\$ 3,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,745	\$ -	\$ -
Administration	\$ 1,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,518	\$ -	\$ -
25% Required Match	\$ 10,531	\$ -	\$ -	\$ 10,531		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 52,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,531</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,124</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL - 12/31/25-11/30/26**

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	\$ 118,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,080	\$ -	\$ -
Supportive Services	\$ 32,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,987	\$ -	\$ -
Administration	\$ 6,073	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,073	\$ -	\$ -
25% Required Match	\$ 39,285	\$ -	\$ -	\$ 39,285		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 196,425</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,285</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 157,140</b>	<b>\$ -</b>	<b>\$ -</b>

Total W/O Match \$ 157,140

*kmj*

Exhibit C-6 Budget, Amendment #1

PSH

CoC Funds - NH0007L1T002417

SFY2026 - 7/1/25-6/30/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 51,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,940	\$ -	\$ -
VAWA	\$ 1,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,343	\$ -	\$ -
Administration	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -
25% Required Match	\$ 13,946	\$ -	\$ -	\$ 13,946		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 69,729</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,946</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,783</b>	<b>\$ -</b>	<b>\$ -</b>

TOTAL - 7/1/25-6/30/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 51,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,940	\$ -	\$ -
VAWA	\$ 1,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,343	\$ -	\$ -
Administration	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -
25% Required Match	\$ 13,946	\$ -	\$ -	\$ 13,946		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 69,729</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,946</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,783</b>	<b>\$ -</b>	<b>\$ -</b>

Total W/O Match \$ 55,783

Exhibit C-7 Budget, Amendment #1

PSH

CoC Funds - NH0007L1T00(TBD)

SFY2027 - 7/1/26-6/30/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ -	\$ -
VAWA	\$ 1,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,343	\$ -	\$ -
Administration	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -
25% Required Match	\$ 13,211	\$ -	\$ -	\$ 13,211		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 66,054</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,211</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,843</b>	<b>\$ -</b>	<b>\$ -</b>

TOTAL - 7/1/26-6/30/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ -	\$ -
VAWA	\$ 1,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,343	\$ -	\$ -
Administration	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -
25% Required Match	\$ 13,211	\$ -	\$ -	\$ 13,211		\$ -	\$ -	\$ -	\$ -
<b>TOTAL HUD FUNDS/BALANCE</b>	<b>\$ 66,054</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,211</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,843</b>	<b>\$ -</b>	<b>\$ -</b>

Total W/O Match \$ 52,843

# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that CONCORD COALITION TO END HOMELESSNESS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 27, 2008. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **598764**

Certificate Number: **0007743301**



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 21st day of January A.D. 2026.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

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

1. I am a duly elected Clerk/Secretary/Officer of Concord Coalition to End Homelessness (CCEH)  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on January 15, 2026, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Karen Jantzen, Executive Director (may list more than one person)  
(Name and Title of Contract Signatory)

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

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

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

Dated: 1/16/26

C. Battistelli  
Signature of Elected Officer  
Name: Cathy Battistelli  
Title: Board chair





**DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY**

**E. Check one of the following:**

- [ X ] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
  - [ ] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
- 
- 
- 

**CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION**

**F. Check one of the following:**

- [ X ] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (\*\* see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- [ ] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- [ ] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

\*\* Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

**FINANCIAL DISCLOSURES**

**G. Check one the following:**

- [X ] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- [ ] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- [ ] ***If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization’s most recently completed fiscal year:

**1. INCOME STATEMENT**

<u>Revenue</u>		<u>Expenses</u>	
<i>Grants</i>	\$	<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$	<i>Other salaries &amp; wages</i>	\$
<i>Program Services Revenue</i>	\$	<i>Payroll taxes &amp; employee benefits</i>	\$
<i>Interest &amp; Dividends</i>	\$	<i>Occupancy, rent, utilities, and insurance</i>	\$
<i>All other Revenue</i>	\$	<i>Printing, publications, postage, office supplies, and IT</i>	\$
<u>Total Revenue</u>	\$	<i>All other expenses</i>	\$
		<u>Total Expenses</u>	\$

## 2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash &amp; Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property &amp; Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		

## **CCEH MISSION, VISION, VALUES**

**Our vision – Everyone** has a safe, decent, and stable place to live in our community.

**Our mission – To end homelessness** in our community. We do this through – Services and Programs, Collaboration with others, Education and Advocacy

**Our values –**

- **Advocating for others** – We recognize and understand the challenges of homelessness and we support those in need of assistance, and champion solutions to end homelessness in our community.
- **Collaboration** – We develop, maintain, and strengthen partnerships with others inside and outside the organization, share information openly, and contribute to community-wide efforts to eliminate homelessness.
- **Flexible** – We deal with uncertainty and readily adapt to new situations.
- **Dignity** – We treat all people we encounter with dignity and respect. OR We value the inherent worth and dignity of every person.
- **Open-minded** – We see the merits of perspectives other than our own. We demonstrate openness to new organizational strategies, structures, procedures, and technology and to new ideas.
- **Problem-solving** – We creatively solve problems and are persistent in delivering on our mission.
- **Trustworthy** – We practice direct, honest, and transparent communications, maintain confidentiality, and respond to situations with consistency and reliability.

## **CCEH's BELIEFS**

Every person has value and deserves a home regardless of their circumstances.

- Ending homelessness is possible!
- Ending homelessness and maintaining a strong safety net benefits the entire community.
- We cannot do this alone. We must work in partnership with others.

# *Financial Statements*

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## **CONCORD COALITION TO END HOMELESSNESS**

### **CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2024 AND 2023 AND INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

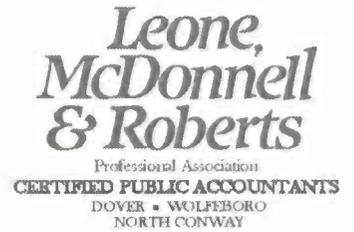
CERTIFIED PUBLIC ACCOUNTANTS

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

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## **INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

To the Board of Directors  
Concord Coalition to End Homelessness

We have reviewed the accompanying consolidated financial statements of Concord Coalition to End Homelessness (a nonprofit organization), which comprise the consolidated statements of financial position as of June 30, 2024 and 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

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

### **Accountants' Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the consolidated financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Concord Coalition to End Homelessness and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### **Accountants' Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying consolidated financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### **Supplementary Information**

The Consolidating Statement of Financial Position and Consolidating Statement of Activities are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the consolidated financial statements. The supplementary information has been subjected to the review procedures applied in our review of the consolidated financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*Leone McDonnell & Roberts  
Professional Association*

Dover, New Hampshire  
February 25, 2025

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2024 AND 2023**

**ASSETS**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>CURRENT ASSETS</b>		
Cash	\$ 709,389	\$ 461,432
Accounts receivable, net	95,793	10,116
Pledges receivable	6,950	17,500
Prepaid expenses	<u>13,422</u>	<u>12,939</u>
Total current assets	<u>825,554</u>	<u>501,987</u>
<b>RESTRICTED CASH</b>	<u>155,605</u>	<u>95,348</u>
<b>PROPERTY AND EQUIPMENT</b>		
Buildings and improvements	863,516	2,340,669
Building, Green Street	810,322	810,322
Building, West Street	412,541	412,541
Building, Pleasant Street	2,482,786	-
Furniture and equipment	<u>104,728</u>	<u>104,070</u>
Total property and equipment	4,673,893	3,667,602
Less: Accumulated depreciation	<u>281,725</u>	<u>396,970</u>
Property and equipment, net	<u>4,392,168</u>	<u>3,270,632</u>
<b>OTHER ASSETS</b>		
Tenant security deposits	<u>4,996</u>	<u>3,891</u>
Total assets	<u>\$ 5,378,323</u>	<u>\$ 3,871,858</u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 186,436	\$ 98,994
Notes and loans payable, current portion	56,935	81,339
Accrued construction costs	118,899	-
Deferred revenue	55,013	139,946
Contract liabilities	10,458	54,008
Deposits	<u>-</u>	<u>90,000</u>
Total current liabilities	<u>427,741</u>	<u>464,287</u>
<b>LONG TERM LIABILITIES</b>		
Tenant security deposits	4,996	3,891
Notes and loans payable, less current portion	<u>2,448,098</u>	<u>1,218,009</u>
Total long term liabilities	<u>2,453,094</u>	<u>1,221,900</u>
Total liabilities	2,880,835	1,686,187
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>2,497,488</u>	<u>2,185,671</u>
Total liabilities and net assets	<u>\$ 5,378,323</u>	<u>\$ 3,871,858</u>

**See Independent Accountants' Review Report  
and  
Notes to Consolidated Financial Statements**

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATED STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
<b>REVENUE AND SUPPORT</b>		
Government grants	\$ 685,983	\$ 746,649
Contributions	488,274	388,846
Fundraising events	75,944	135,785
Rental and other revenue	<u>216,782</u>	<u>150,935</u>
Total revenue and support	<u>1,466,983</u>	<u>1,422,215</u>
<b>EXPENSES</b>		
Program services	901,044	1,031,801
Management and general	73,007	87,271
Fundraising	<u>87,421</u>	<u>113,034</u>
Total expenses	<u>1,061,472</u>	<u>1,232,106</u>
<b>INCREASE IN NET ASSETS FROM OPERATIONS AND SUPPORT</b>	<u>405,511</u>	<u>190,109</u>
<b>OTHER EXPENSES</b>		
First Church loss on sale and impairment loss	<u>(93,694)</u>	<u>(120,000)</u>
Total other expenses	<u>(93,694)</u>	<u>(120,000)</u>
<b>INCREASE IN NET ASSETS</b>	311,817	70,109
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>2,185,671</u>	<u>2,115,562</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 2,497,488</u>	<u>\$ 2,185,671</u>

**See Independent Accountants' Review Report  
and  
Notes to Consolidated Financial Statements**

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2024**

	<b><u>Program Services</u></b>	<b><u>Management and General</u></b>	<b><u>Fundraising</u></b>	<b><u>Total</u></b>
Salaries and wages	\$ 519,106	\$ 25,161	\$ 47,696	\$ 591,963
Occupancy expense	73,766	2,342	1,048	77,156
Employee benefits	69,557	957	3,044	73,558
Depreciation	62,588	1,200	1,000	64,788
Payroll taxes	41,272	2,055	3,714	47,041
Other	11,464	4,204	26,314	41,982
Insurance	31,337	3,042	1,630	36,009
Professional fees	32,922	220	-	33,142
Accounting fee	-	21,092	-	21,092
Office expenses	7,478	9,431	1,499	18,408
Bad debt	15,750	-	-	15,750
Interest expenses	10,436	-	-	10,436
Other program expenses	9,714	-	-	9,714
Telephone and internet	5,788	849	-	6,637
Dues and subscriptions	3,554	694	364	4,612
Payroll service charge	3,421	166	314	3,901
Travel	2,573	1,180	16	3,769
Credit card processing	-	-	782	782
Volunteer appreciation	-	414	-	414
Professional development	318	-	-	318
	<u>901,044</u>	<u>73,007</u>	<u>87,421</u>	<u>1,061,472</u>
Total functional expenses	<u>\$ 901,044</u>	<u>\$ 73,007</u>	<u>\$ 87,421</u>	<u>\$ 1,061,472</u>

**See Independent Accountants' Review Report  
and  
Notes to Consolidated Financial Statements**

**CONCORD COALITION TO END HOMELESSNESS****CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and wages	\$ 551,174	\$ 36,262	\$ 56,474	\$ 643,910
Occupancy expense	118,128	3,122	1,160	122,410
Depreciation	85,693	1,200	1,000	87,893
Other	31,485	11,078	28,360	70,923
Employee benefits	51,539	6,874	7,911	66,324
Insurance	56,055	1,552	2,863	60,470
Payroll taxes	41,853	2,731	7,603	52,187
Interest expenses	28,478	-	-	28,478
Other program expenses	22,056	-	-	22,056
Office expenses	13,620	4,114	4,087	21,821
Accounting fee	1,896	14,450	-	16,346
Professional fees	12,080	-	-	12,080
Professional development	4,240	3,030	594	7,864
Telephone and internet	6,150	915	288	7,353
Payroll service charge	3,317	218	340	3,875
Travel	1,547	950	462	2,959
Dues and subscriptions	1,242	536	1,091	2,869
Credit card processing	1,000	-	786	1,786
Volunteer appreciation	248	239	15	502
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total functional expenses	<u>\$ 1,031,801</u>	<u>\$ 87,271</u>	<u>\$ 113,034</u>	<u>\$ 1,232,106</u>

**See Independent Accountants' Review Report  
and  
Notes to Consolidated Financial Statements**

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATED STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 311,817	\$ 70,109
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	64,788	87,893
Amortized debt issuance costs	181	181
First Church loss on sale and impairment loss	93,694	120,000
Decrease (increase) in assets:		
Accounts receivable, net	(85,677)	52,044
Pledges receivable	10,550	19,011
Prepaid expenses	(483)	(1,356)
Increase (decrease) in liabilities:		
Accounts payable and accrued expenses	87,442	43,286
Deferred revenue	(84,933)	134,722
Contract liabilities	(43,550)	10,506
Deposits	(90,000)	90,000
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>263,829</u></b>	<b><u>626,396</u></b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases and construction of property and equipment	(1,862,539)	(113,294)
Proceeds from sale of First Church	582,521	-
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b><u>(1,280,018)</u></b>	<b><u>(113,294)</u></b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on long term debt	(53,578)	(443,317)
Accrued construction costs	118,899	-
Loan closing costs	(27,205)	-
Proceeds from long term debt	1,286,287	-
<b>NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>	<b><u>1,324,403</u></b>	<b><u>(443,317)</u></b>
<b>NET INCREASE IN CASH AND RESTRICTED CASH</b>	<b>308,214</b>	<b>69,785</b>
<b>CASH AND RESTRICTED CASH AT BEGINNING OF YEAR</b>	<b><u>556,780</u></b>	<b><u>486,995</u></b>
<b>CASH AND RESTRICTED CASH AT END OF YEAR</b>	<b><u>\$ 864,994</u></b>	<b><u>\$ 556,780</u></b>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for:		
Interest	<b><u>\$ 10,255</u></b>	<b><u>\$ 28,297</u></b>
<b>CASH BALANCES:</b>		
Cash and cash equivalents	\$ 709,389	\$ 461,432
Restricted cash	<u>155,605</u>	<u>95,348</u>
Total cash and restricted cash	<b><u>\$ 864,994</u></b>	<b><u>\$ 556,780</u></b>

**See Independent Accountants' Review Report  
and  
Notes to Consolidated Financial Statements**

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

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

**Nature of Organization**

Concord Coalition to End Homelessness (CCEH) is a nonprofit organization incorporated under the laws of New Hampshire. The purpose of the Coalition is to end homelessness in the greater Concord area through collaboration with other agencies and by providing direct service programs. CCEH operates five direct service programs as follows:

A daytime Resource Center where people experiencing homelessness can meet their immediate needs, including free use of shower and laundry facilities, receipt of mail, phone and internet access, and assistance from a caseworker to connect with other mainstream resources. In fiscal year 2024 the Coalition served 744 unique clients in 10,132 contacts in the approximately 250 days the Resource Center operated.

Permanent Supportive Housing (PSH) serves approximately 30 people in the greater Concord area with Coalition caseworkers assisting recently housed individuals and families with supportive services. It is comprised of Housing First Concord, Green Street Residences (GSR), West Street Residence (WSR) and Pleasant Street Residences (PSR). Housing First Concord is a permanent supportive housing program for chronically homeless individuals which provides rental assistance and intensive caseworker support. Green Street Residences, West Street Residences and Pleasant Street Residences are nonprofit organizations incorporated under the laws of New Hampshire which purchased, developed and now operate small apartment facilities for the people previously experiencing homelessness.

Emergency Winter Shelter, which operates December through March each year. The shelter is a “low barrier” shelter that serves adults, including those with active addictions and felony convictions, so that those in need can sleep inside during dangerously cold winter months. The shelter serves adults only, both men and women, and has 40 beds. In fiscal 2024 CCEH provided 3,615 bed nights to 188 unique individuals over the 118 nights the shelter operated.

## **CONCORD COALITION TO END HOMELESSNESS**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

Outreach Services entails proactively seeking out people experiencing homelessness where they live (encampments, cars, doorways) and encouraging the individuals to seek out available services, including those provided at the Resource Center and Emergency Winter Shelter. The program also entails developing a comprehensive list of people experiencing homelessness in Merrimack County using available private and public databases, with the goal of using the data to help people experiencing homelessness connect with permanent housing solutions. The Outreach Services Program is largely funded by an individual donor over a three-year period ending June 30, 2024.

CCEH provides strategic direction to the Concord Community on addressing homelessness and explores and develops housing solutions for individuals currently experiencing homelessness by engaging with existing landlords to accept people experiencing homelessness. CCEH is also the lead agency to convene the Steering Committee for Concord's Plan to End Homelessness, and the Homeless Service Provider Network, for information sharing and collaboration on efforts to end homelessness.

#### **Principles of Consolidation**

The consolidated financial statements of Concord Coalition to End Homeless include the financial information of Concord Coalition to End Homelessness, Green Street Residences, West Street Residences and Pleasant Street Residences. GSR, WSR and PSR are nonprofit entities that control and operate small apartment facilities for the homeless. CCEH controls GSR, WSR and PSR and the organizations share certain Board members. All significant intercompany accounts and transactions have been eliminated in the accompanying consolidated financial statements.

#### **Basis of Accounting**

The financial statements of the Coalition are prepared in accordance with generally accepted accounting standards and principles established by the Financial Accounting Standards Board (FASB). References to U.S. Generally Accepted Accounting Principles (GAAP) in these footnotes are to the FASB Accounting Standards Codification.

The financial statements of the Coalition are prepared using the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities.

## **CONCORD COALITION TO END HOMELESSNESS**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

#### **Basis of Presentation**

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

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

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

As of June 30, 2024 and 2023 there were no material net assets with donor imposed restrictions.

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

For purposes of the Statement of Cash Flows, the Coalition considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. The Coalition had no cash equivalents at June 30, 2024 and 2023.

#### **Fair Value of Financial Instruments**

The carrying amounts of cash, accounts receivable, pledges receivable, accounts payable and accrued expenses, and deferred revenue approximate fair value because of the short maturity of those instruments.

#### **Pledges Receivable**

The Coalition has received promises of future payments which are on the financials as pledges receivable. The contributions are recorded as temporarily restricted revenue at the time pledges are made. At year-end the balance is adjusted to reflect the actual amount of pledges anticipated to be received. The June 30, 2024 Consolidated Statement of Activities includes a \$15,750 loss from nonpayment of pledges made in prior years. Pledges receivable at June 30, 2024 and 2023 were \$6,950 and \$17,500, respectively. All of the balances outstanding at June 30, 2024 were collected in the next year.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**Property and Equipment**

Property and equipment are carried at cost, if purchased, and at fair value at the date of donation if donated. Maintenance, repairs and minor renewals are expensed as incurred, and renewals and betterments are capitalized. Depreciation is computed using the straight-line method to absorb the costs over the estimated useful lives of the assets as follows:

Buildings and improvements	40
Furniture and equipment	5 – 10

Depreciation expense for the years ended June 30, 2024 and 2023, totaled \$64,788 and \$87,893, respectively.

The Coalition reviews its property and equipment for impairment whenever events or changes in circumstances indicate the carrying value may not be recoverable. Recoverability is measured by a comparison of the carrying amount to the future net undiscounted cash flow expected to be generated and any estimated proceeds from the eventual disposition. If the long-lived asset is impaired, the impairment is measured at the amount by which the carrying amount exceeds the fair value as determined from an appraisal, discounted cash flow analysis, or other valuation technique. During the years ended June 30, 2024 and 2023, a loss on sale and impairment loss of \$93,694 and \$120,000, respectively, were recognized for the difference between the carrying value of the First Church property and the agreed upon sales price at that date. (See **Note 2**).

**Debt Issuance Costs**

Debt issuance costs, net of accumulated amortization, are presented as a reduction from the carrying value of the note payable. Debt issuance costs total \$34,449 and are amortized over 40 years. (See **Note 7**).

**Contributions**

All contributions are considered available for unrestricted use unless specifically restricted by the donor and accepted as such by the Coalition with written documentation of the restrictions. Amounts received that are restricted for future periods or for specific purposes are reported as temporarily restricted and permanently restricted support, depending on the nature of the restriction.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**Functional Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis. Natural expenses are defined by their nature, such as salaries, rent, supplies, etc. Functional expenses are classified by the type of activity for which expenses are incurred, such as management and general and direct program costs. Expenses are allocated by function using a reasonable and consistent approach that is primarily based on function and use. The costs of providing certain program and supporting services have been directly charged.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported periods. Actual results could differ from those estimates.

**Income Taxes**

The Internal Revenue Service has determined that CCEH is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements. CCEH has been classified as an organization other than a private foundation.

GSR, WSR and PSR are exempt from federal income taxes under Internal Revenue Code section 501(c)(2). GSR, WSR and PSR are not taxpaying entities for income tax purposes; accordingly a provision for income taxes has not been recorded in the accompanying financial statements.

The Coalition complies with the *Accounting for Uncertainty in Income Taxes* standard. Accordingly, management has evaluated its tax positions and has concluded that the Coalition has maintained their tax-exempt status and have taken no uncertain tax positions that require adjustment or disclosure in its financial statements. With few exceptions, the Coalition is no longer subject to income tax examinations by the U.S. Federal or State tax authorities for years beyond three years prior.

## **CONCORD COALITION TO END HOMELESSNESS**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

#### **New Accounting Pronouncement**

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

#### **Revenue Recognition**

The Coalition is supported primarily through donor contributions and private foundations and government grants. Promises to give that are expected to be collected in future years are measured at fair value using the present value of their estimated future cash flows. When a restriction expires (a time restriction ends or a purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restriction.

The Coalition hosts two fundraising events during the year. The ticket and event revenue is recognized at the time of the event. Any tickets or sponsorships received prior to the event are deferred until earned.

The Coalition also earns rental income and recognizes revenues as rentals become due. All leases between the Coalition and its tenants are operating leases. GSR and PSR have Housing Assistance Payments (HAP) contracts with New Hampshire Housing, pursuant to Section 8 of the Housing Act of 1937. The US Department of Housing and Urban Development (HUD) establishes criteria for the program whereby GSR and PSR are entitled to a rent subsidy for certain units based upon the difference between market rents as defined in the contract, and the amounts paid by the tenants. Tenants must meet Section 8 eligibility requirements and will pay 30% of their adjusted income for rent. WSR's residents have rental subsidies from various government agencies that require the tenant to pay 30% of their income for rent. The rental subsidies are held by the tenant and not WSR.

#### **Performance Obligations and Contract Assets and Liabilities**

Contract liabilities consist primarily of advance ticket sales and sponsorship income for the BBQ event, and fall talent show, and therefore, revenue recognition is deferred until the event takes place. There are no contract assets at the end of the year. Contract liabilities at June 30, 2024 and 2023 are \$10,458 and \$54,008, respectively.

**CONCORD COALITION TO END HOMELESSNESS****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023****NOTE 2. MAJOR TRANSACTIONS**

In December 2020 the Coalition purchased the First Congregational Church of Concord located at 177 N Main Street in Concord, New Hampshire. The purchase was funded through the CARES Act with a \$878,013 Shelter Modification Grant administered by New Hampshire Housing. The Coalition moved the Emergency Winter Shelter and daytime Resource Center to the new facility. The larger facility allowed the Coalition to meet the CDC guidelines for social distancing and help prevent the spread of COVID-19 yet maintain the 40-bed shelter capacity and continue to serve people experiencing homelessness at the Resource Center.

The Coalition examined the feasibility of renovating the historic First Church building into subsidized housing for people experiencing homelessness with several affordable housing developers. We determined the high cost of development of the properties made these initial plans not feasible. In 2023 the Coalition executed an agreement with First Church LLC to sell the property for \$675,000, subject to the receipt of certain approvals from local agencies that will allow the property to be used for residential housing. The Coalition received \$90,000 in deposits from the purchaser which are reflected as deposits in the accompanying June 30, 2023 consolidated statements of financial position. During the year ended June 30, 2024 the sale price was revised to \$575,000. The reduced purchase price was due to restrictions placed on use of the property in fiscal year 2024 by local permitting authorities. The sale closed in fiscal year 2024. The Coalition recorded a loss on sale and an impairment loss of \$93,694 and \$120,000 during the year ended June 30, 2024, and 2023, respectively to recognize the difference between the sales price and the carrying value of the property. (See **Note 1**).

In February 2022 the Coalition purchased 120 Pleasant Street in Concord, New Hampshire, a four-unit building. The acquisition of the building was financed with a down payment from existing cash reserves and a \$440,000 mortgage from Merrimack County Savings Bank (MCSB) (see **Note 7**). In June 2023 the mortgage with MCSB was paid off with proceeds from a grant from the County of Merrimack under a Community Development Block Grant (CDBG). The Coalition rehabilitated the building into an eight-unit building with funding from CDBG and New Hampshire Housing (NHH). Construction was completed in March 2024 and was fully leased in June 2024. The property is managed by Concord Housing. Funding for the project is from CDBG grants and NHH loans. Funding from CDBG is a \$975,000 grant from CDFA issued to Merrimack County as the recipient and CCEH as the subrecipient. In fiscal year 2024 and 2023 the Coalition received \$424,476 and \$550,524, respectively, under the CDBG grant which is recorded as government grant income in the accompanying statement of activities.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

Approximately \$430,000 of the proceeds from the CDBG grant was used to pay off the mortgage with MCSB. Funding from NHH is comprised of two loans from the Housing Trust Fund and Affordable Housing Program totaling \$1,373,064. Including (i) an Affordable Housing Fund (AHF) loan in the amount of \$823,064 at 0% interest for 30 years, with payments equal to 50% of annual surplus cash and (ii) a Housing Trust Fund (HTF) loan in the amount of \$550,000 at 0% interest for 30 years, with payments equal to 50% of annual surplus cash. As of June 30, 2024, \$759,500 and \$494,665, respectively, were drawn on the loans. The remainder amount was drawn on the loans subsequent to year end.

During the initial phases of the construction and rehabilitation of the Pleasant Street property a subcontractor inappropriately demolished portions of the facility that resulted in significant cost overruns. CCEH and the various parties involved in the project negotiated a settlement that provided for cost reductions and contributions to cover a substantial portion of the cost overruns.

During the year ended June 30, 2023, the Coalition executed an option to purchase a commercial building at 6 South State Street in Concord, New Hampshire from a local faith organization. The option allows the Coalition to purchase the property for \$610,000 and requires the property to be developed into affordable housing. The option expires in December 2024. The Coalition has arranged for funding for acquisition and development from various sources including a CDBG grant of \$475,000, CDFA tax credits of \$500,000, NHH loans of \$1,058,000 and a 2022 Congressionally Directed Spending Award (CDS) of \$1,000,000. The Coalition has engaged an architect and construction management firm to develop the design and cost estimates for the project. Costs of \$119,025 and \$51,406 for development of the project have been reflected as buildings and improvements in the consolidated statements of financial position at June 30, 2024 and 2023, respectively. Construction is expected to start in December 2024 with completion expected in August 2025.

In April 2023 the Coalition filed for \$2,000,000 in Congressionally Directed Spending to help fund the development of a new homeless resource center in Concord. The grant, was approved by the U.S. Senate Appropriation Committee in fiscal year 2024. The Coalition still needs to execute a formal grant with HUD. to access the grant funds which are available for up to nine years. Additional funds will be required to build a new resource center and the Coalition is developing plans and cost estimates for the project.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**NOTE 3. RESTRICTED CASH**

The following cash balances are restricted for the following purposes:

	<b><u>2024</u></b>	<b><u>2023</u></b>
Operating reserve for winter shelter	\$ 51,609	\$ 50,094
Replacement reserve	12,988	6,684
Operating reserve	41,016	11,794
Tax and insurance escrows	24,992	1,776
PSR water line reserve	25,000	25,000
Total restricted cash	\$ 155,605	\$ 95,348

**Operating Reserve for Winter Shelter**

In accordance with the NHH loan agreement, CCEH is required to maintain a reserve for operating short falls.

**Replacement Reserve**

In accordance with the NHH regulatory agreement, GSR and PSR are required to maintain a reserve to replace capital items as they come to the end of their useful lives. Monthly deposits as determined by NHH are due through the term of the loan.

**Operating Reserve**

In accordance with the NHH regulatory agreement, GSR and PSR are required to maintain a reserve for operating short falls.

**Tax and Insurance Escrows**

In accordance with the NHH regulatory agreement, GSR and PSR are required to maintain escrows for tax and insurance charges.

**Water Line Reserve for Pleasant Street Residences**

In accordance with an irrevocable letter of credit, the CCEH has set aside \$25,000 for a future utility hookup at PSR.

**NOTE 4. CONCENTRATION OF CREDIT RISK**

The Coalition maintains cash balances at various financial institutions located in the United States. Balances at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per institution. The Coalition believes it is not exposed to any significant risk on cash.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**NOTE 5. DONATED GOODS AND SERVICES**

Community members volunteer their time and efforts to the Coalition to further the mission to end homelessness. Volunteer support received by the Coalition includes in-kind administrative and technical support, and hundreds of hours of volunteer support on fundraising events. Donated services are reported at their fair value as contributions in the financial statements if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Coalition.

The value of this time and effort, while significant and necessary, are not for specialized services and do not meet the criteria for recognition under generally accepted accounting principles.

**NOTE 6. LIQUIDITY AND AVAILABILITY**

The following represents the Coalition’s financial assets as of June 30:

	<b><u>2024</u></b>	<b><u>2023</u></b>
Cash	\$ 709,389	\$ 461,432
Accounts receivable, net	95,793	10,116
Campaign pledges receivable	6,950	17,500
Restricted cash	155,605	95,348
Tenant security deposits	<u>4,996</u>	<u>3,891</u>
 Total financial assets	 972,733	 588,287
 Less amounts not available for general expenditures within one year:		
Replacement reserve	12,988	6,684
Operating reserve	41,016	11,794
PSR water line reserve	25,000	25,000
Tenant security deposits	<u>4,996</u>	<u>3,891</u>
 Financial assets available to meet general expenditures over the next twelve months	 <u>\$ 888,733</u>	 <u>\$ 540,918</u>

The Coalition has a goal to maintain unrestricted cash on hand to meet 30 days of normal operating expenditures, which are, on average, approximately \$82,000 and \$94,000 at June 30, 2024 and 2023, respectively.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**NOTE 7. NOTES AND LOANS PAYABLE**

The Coalition had the following notes and loans payable as of June 30:

	<b><u>2024</u></b>	<b><u>2023</u></b>
<p>GSR - Loan payable to NHH. The loan is not subject to interest or principal amortization. Repayments equal to 50% of annual surplus cash, as defined in the NHH regulatory agreement, shall be made against the principal balance. All amounts shall be payable in full on April 1, 2060. The loan is collateralized by real estate located on Green Street, Concord, New Hampshire.</p>	\$ 645,952	\$ 645,952
<p>PSR – HOME loan payable to NHH. The loan is not subject to interest or principal amortization. Repayments equal to 50% of annual surplus cash, once the developer fee is paid in full, as defined in the NHH regulatory agreement, shall be made against the principal balance. All amounts shall be payable in full on August 18, 2053. The loan is collateralized by real estate located on Pleasant Street, Concord, New Hampshire. An additional \$103,399 was borrowed in July 2024.</p>	494,665	-
<p>PSR – HTF loan payable to NHH. The loan is not subject to interest or principal amortization. Repayments equal to 50% of annual surplus cash, once the developer fee and HOME loan are paid in full, as defined in the NHH regulatory agreement, shall be made against the principal balance. All amounts shall be payable in full on August 18, 2053. The loan is collateralized by real estate located on Pleasant Street, Concord, New Hampshire. An additional \$15,500 was borrowed in July 2024.</p>	759,500	-

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

<p>GSR - Loan payable to NHH. The loan is not subject to interest or principal amortization and will be forgiven in 2029 provided that the property is used as housing for homeless individuals and families. The loan is secured by property located on Green Street, Concord, New Hampshire.</p>	44,000	44,000
<p>CCEH - Loan payable to NHH. The loan is not subject to interest or principal amortization and will be forgiven in 2028, provided the property is used as a temporary shelter for the homeless. The loan is secured by real estate located on Main Street in Concord.</p>	250,000	250,000
<p>CCEH - Loan payable to NHH. Loan is not to exceed \$45,000 for the Pleasant Street Residences. The loan is not subject to interest or principal amortization and is to be paid at the time of construction loan closing on the project. The loan was repaid in full during the year ended June 30, 2024.</p>	-	45,000
<p>CCEH - Loan payable to NHH. Loan is not to exceed \$45,000 for 6 South State Street Residences. The loan is not subject to interest or principal amortization and is to be paid at the time of construction loan closing on the project.</p>	45,000	28,423
<p>CCEH – Loan payable to the Community Development Finance Authority (CDFA). The loan is not to exceed \$100,000 for 6 South State Street Residences with interest accruing annual at a rate of 4.00%. A balloon payment consisting of the principal and accrued interest is due in full in August 2025. The note is not secured.</p>	15,545	-

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

WSR - Loan payable to Merrimack County Savings Bank in monthly principal and interest payments of \$1,563 at an interest rate of 3.75% for the first ten years and at a variable rate based on the FHLB plus 2.75% thereafter, maturing in December 2046. The loan is secured by property located on West Street in Concord.

	284,096	292,674
	2,538,758	1,306,049
Unamortized debt issuance costs	(33,725)	(6,701)
	2,505,033	1,299,348
Total debt, net of debt issuance costs	56,935	81,339
Less amounts due within one year		
	\$ 2,448,098	\$ 1,218,009
Total long term debt		

The schedule of maturities of long term debt is as follows at June 30:

<b><u>Year Ended June 30</u></b>	<b><u>Amount</u></b>
2025	\$ 56,935
2026	24,076
2027	8,857
2028	259,194
2029	9,545
Thereafter	2,180,151
	\$ 2,538,758

**NOTE 8. TRANSACTIONS WITH RELATED PARTIES**

**Contribution Income**

During the year ended June 30, 2024 CCEH passed through \$975,000 from the CDBG grant of which approximately \$425,000 was expended during the year ended June 30, 2024. Additionally \$72,581 was contributed to PSR toward the rehabilitation and start-up costs of the project. The related party transactions have been eliminated in the June 30, 2024 consolidated financial statements.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**Developer Fee**

For services rendered in connection with the development and rehabilitation of the property, GSR has agreed to pay CCEH a developer fee in the amount of \$39,000. The entire fee is evidenced by a non-interest-bearing note payable dated December 31, 2020. The balance of \$5,942 and \$20,125 at June 30, 2024 and 2023, respectively, shall be paid from future available operating cash in accordance with the NHH regulatory agreement. The related party transaction has been eliminated in the consolidated financial statements.

For services rendered in connection with the development and rehabilitation of the property, PSR has agreed to pay CCEH a developer fee in the amount of \$106,000. The entire fee is evidenced by a non-interest bearing note payable dated June 30, 2024. The balance of \$106,000 at June 30, 2024, shall be paid from future available operating cash in accordance with the NHH regulatory agreement. Current financial projections indicate that \$106,000 will be collected over the next eight years. If PSR's cash flows do not materialize as currently projected CCEH may not collect the \$106,000 and will recognize a loss in future periods.

**Distributions**

The maximum allowable distribution is calculated using the amount granted to GSR by its parent company, CCEH, in the initial year of operations. The distributable amount is 12% of the initial contribution which was \$120,829. No distributions were made in either of the years ended June 30, 2024 and 2023.

There are no maximum allowable distributions related to PSR.

**NOTE 9. RESTRICTED COVENANTS**

GSR and PSR entered into Land Use Restriction Agreements in order to obtain the HTF loans from NHH (see **Note 7**). The agreements require GSR and PSR to ensure rents and tenant incomes meet specific requirements for a period of 30 to 40 years.

**NOTE 10. RETIREMENT PLAN**

The Coalition sponsors a 401(k) retirement plan for its employees. The Plan was implemented during the year ended June 30, 2023 and no employer contributions have been made to date.

**CONCORD COALITION TO END HOMELESSNESS**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

**NOTE 11. RECLASSIFICATION**

Certain reclassifications have been made to the prior year's financial statements to conform to the current year presentation. These reclassifications had no effect on the previously reported change in net assets, or net asset amounts.

**NOTE 12. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through February 25, 2025, the date the financial statements were available to be issued.

See **Note 7** for additional amounts borrowed subsequent to June 30, 2024 on loans existing at June 30, 2024.

**SUPPLEMENTARY INFORMATION**

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2024**

**ASSETS**

	<u>CCEH</u>	<u>Green Street</u>	<u>West Street</u>	<u>Pleasant Street</u>	<u>Eliminations</u>	<u>Total</u>
<b>CURRENT ASSETS</b>						
Cash	\$ 695,870	\$ 3,838	\$ 8,664	\$ 1,017	\$ -	\$ 709,389
Accounts receivable, net	124,370	-	252	4,430	(33,259)	95,793
Pledges receivable	6,950	-	-	-	-	6,950
Prepaid expenses	12,287	1,135	-	-	-	13,422
Total current assets	<u>839,477</u>	<u>4,973</u>	<u>8,916</u>	<u>5,447</u>	<u>(33,259)</u>	<u>825,554</u>
<b>RESTRICTED CASH</b>	<u>76,609</u>	<u>32,613</u>	<u>-</u>	<u>46,383</u>	<u>-</u>	<u>155,605</u>
<b>PROPERTY AND EQUIPMENT</b>						
Buildings and improvements	863,516	-	-	-	-	863,516
Building, Green Street	-	810,322	-	-	-	810,322
Building, West Street	-	-	412,541	-	-	412,541
Building, Pleasant Street	-	-	-	2,482,786	-	2,482,786
Furniture and equipment	87,404	17,324	-	-	-	104,728
Total property and equipment	950,920	827,646	412,541	2,482,786	-	4,673,893
Less: Accumulated depreciation	<u>183,467</u>	<u>71,082</u>	<u>22,201</u>	<u>4,975</u>	<u>-</u>	<u>281,725</u>
Property and equipment, net	<u>767,453</u>	<u>756,564</u>	<u>390,340</u>	<u>2,477,811</u>	<u>-</u>	<u>4,392,168</u>
<b>OTHER ASSETS</b>						
Tenant security deposits	-	1,202	3,794	-	-	4,996
Accounts receivable, net of current portion	<u>132,237</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(132,237)</u>	<u>-</u>
Total other assets	<u>132,237</u>	<u>1,202</u>	<u>3,794</u>	<u>-</u>	<u>(132,237)</u>	<u>4,996</u>
Total assets	<u>\$ 1,815,776</u>	<u>\$ 795,352</u>	<u>\$ 403,050</u>	<u>\$ 2,529,641</u>	<u>\$ (165,496)</u>	<u>\$ 5,378,323</u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>						
Accounts payable and accrued expenses	\$ 173,682	\$ 670	\$ 33,954	\$ 1,800	\$ (23,670)	\$ 186,436
Notes and loans payable, current portion	45,000	9,659	8,218	3,647	(9,589)	56,935
Accrued construction costs	-	-	-	118,899	-	118,899
Deferred revenue	54,222	791	-	-	-	55,013
Contract liabilities	10,458	-	-	-	-	10,458
Total current liabilities	<u>283,362</u>	<u>11,120</u>	<u>42,172</u>	<u>124,346</u>	<u>(33,259)</u>	<u>427,741</u>
<b>LONG TERM LIABILITIES</b>						
Tenant security deposits	-	1,202	3,794	-	-	4,996
Notes and loans payable, less current portion	<u>265,545</u>	<u>679,715</u>	<u>275,878</u>	<u>1,359,197</u>	<u>(132,237)</u>	<u>2,448,098</u>
Total long term liabilities	<u>265,545</u>	<u>680,917</u>	<u>279,672</u>	<u>1,359,197</u>	<u>(132,237)</u>	<u>2,453,094</u>
Total liabilities	548,907	692,037	321,844	1,483,543	(165,496)	2,880,835
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>1,266,869</u>	<u>103,315</u>	<u>81,206</u>	<u>1,046,098</u>	<u>-</u>	<u>2,497,488</u>
Total liabilities and net assets	<u>\$ 1,815,776</u>	<u>\$ 795,352</u>	<u>\$ 403,050</u>	<u>\$ 2,529,641</u>	<u>\$ (165,496)</u>	<u>\$ 5,378,323</u>

See Independent Accountants' Review Report

**CONCORD COALITION TO END HOMELESSNESS**

**CONSOLIDATING STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2024**

	<u>CCEH</u>	<u>Green Street</u>	<u>West Street</u>	<u>Pleasant Street</u>	<u>Eliminations</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>						
Government grants	\$ 685,983	\$ -	\$ -	\$ 975,000	\$ (975,000)	\$ 685,983
Contributions	488,274	-	-	72,581	(72,581)	488,274
Fundraising events	75,944	-	-	-	-	75,944
Rental and other revenue	<u>108,622</u>	<u>53,810</u>	<u>48,835</u>	<u>5,515</u>	<u>-</u>	<u>216,782</u>
Total revenue and support	<u>1,358,823</u>	<u>53,810</u>	<u>48,835</u>	<u>1,053,096</u>	<u>(1,047,581)</u>	<u>1,466,983</u>
<b>EXPENSES</b>						
Program services	1,843,222	47,742	51,663	5,998	(1,047,581)	901,044
Management and general	56,455	9,914	5,638	1,000	-	73,007
Fundraising	<u>87,421</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>87,421</u>
Total expenses	<u>1,987,098</u>	<u>57,656</u>	<u>57,301</u>	<u>6,998</u>	<u>(1,047,581)</u>	<u>1,061,472</u>
<b>INCREASE (DECREASE) IN NET ASSETS FROM OPERATIONS AND SUPPORT</b>	(628,275)	(3,846)	(8,466)	1,046,098	-	405,511
<b>OTHER EXPENSES</b>						
First Church loss on sale	<u>(93,694)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(93,694)</u>
Total other expenses	<u>(93,694)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(93,694)</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	(721,969)	(3,846)	(8,466)	1,046,098	-	311,817
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,988,838</u>	<u>107,161</u>	<u>89,672</u>	<u>-</u>	<u>-</u>	<u>2,185,671</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,266,869</u>	<u>\$ 103,315</u>	<u>\$ 81,206</u>	<u>\$ 1,046,098</u>	<u>\$ -</u>	<u>\$ 2,497,488</u>

See Independent Accountants' Review Report

Karen M. Jantzen, MPA, CFRE

## **EXPERIENCE**

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### **Concord Coalition to End—Concord, NH**

#### **Executive Director, November 2022 – Present**

*Lead the organization in its mission and vision to End Homelessness in the Greater Concord, NH Community.*

### **Riverbend Community Mental Health – Concord, NH**

#### **Vice President of Community Affairs, May 2014 – October 2022**

*Led the Philanthropy Department and Public Relations/Marketing Department of a \$34m organization with over 400 employees and directly supervising, 3 full-time staff, 2 contractors, and department specific interns and volunteers. Manage a philanthropy department responsible for securing \$1.5 million annually. Established major gifts program for individuals and corporations, multi-year leadership giving societies, and a donor centered stewardship & cultivation program. Project lead and writer on all private foundation grant applications and team member on all federal and state RFP applications. Lead project manager for statewide mental health public awareness campaign, Change Direction NH with spokesperson Former NH Chief Justice John Broderick. Member of Strategic Planning Committee in 2015 and 2019.*

### **Philanthropy Partners of Northern New England—Contoocook, NH**

#### **Independent Consultant, January 2007 – May 2014**

*Provided strategic philanthropic counsel to non-profits including strategic planning, feasibility and planning studies, campaign planning and management, development office assessment and audits as well as transitional management services. Work with businesses and individuals to develop charitable giving plans and review requests for support.*

### **City Year NH—Manchester, NH**

#### **Director of Development, October 2012 – June 2013**

*Tapped as part of a National effort to place accredited fundraising professionals in every City year site to professionalize on-site fundraising activities. Conducted a development plan assessment and marketing audit resulting in the creation of a long-term integrated development plan to increase community awareness and philanthropic support. Established best practices, policies and procedures. Led a development team of four in special event fundraising and community awareness activities.*

### **Child Health Services—Manchester, NH**

#### **Interim Director of Resource Development, October 2009 – October 2012**

*Brought in to re-establish the organization's resource development program that had been left without leadership for 18 months and work with senior leadership and the Board of Directors to restructure the organization for a major shift in service delivery.*

### **New Hampshire Humanities—Concord, NH**

#### **Director of Resource Development, December 2005 – October 2009**

*Led the organization's creation and execution of a diversified resource development plan that integrated marketing, programming, and fundraising in accordance with the strategic plan. Designed Major Gifts*

Karen M. Jantzen, MPA, CFRE

*and Planned Giving program and authored the organizations Gift Acceptance Policies. Authored all private foundation grant requests and a member of organization's grant making committee.*

**Future in Sight (formerly New Hampshire Association for the Blind)—Concord, NH**

**Assistant Director of Development, June 2003 – November 2005**

*Led daily operations of a five person fundraising and communications office. Diversified charitable revenue stream through creation of monthly giving program and special events, expanded corporate relations and public education efforts.*

**Child Health Services—Manchester, NH**

**Director of Resource Development, May 1999 — June 2004**

*Developed a pilot fundraising program as a three-quarter time staff person into a comprehensive Resource Development department.*

**EDUCATION**

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**University of New Hampshire**

Masters Public Administration

**Denison University**

Bachelor of Arts, History

Concentrations, Sociology and Theatre Arts

**CFRE International**

Certified Fundraising Executive (CFRE) credential

**PROFESSIONAL AFFILIATIONS**

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AFP International, Northern New England Chapter

NH Community Behavioral Health Association

NH Center for Nonprofits

Greater Concord Chamber of Commerce

**COMMUNITY VOLUNTEER**

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**Concord Community Music School, Board of Directors, 2020 – present**

**American Furniture Masters Institute, Board of Directors, 2019 – present**

**AFP International Northern New England Chapter (AFP-NNE), Board of Directors 2009- 2017**

President 2014—2016

President Elect 2013—2014

VP of Education 2012—2013

VP of Resource Development 2011--2012

**St. Andrew's Church Hopkinton, Vestry 2006- 2012**

**Greater Concord Chamber of Commerce, Ambassador Committee 2004-2009**

**Woodside School Concord, Board of Directors 2000-2005**

Board Chair, 2004-2005