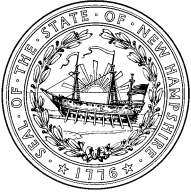


125 - 8/19/26



Lori A. Weaver
Commissioner

Katja S. Fox
Director

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

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

July 23, 2026

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, for the continued provision of a housing services continuum of care project, by exercising a contract renewal option by increasing the price limitation by \$256,768 from \$342,720 to \$599,488 and extending the completion date from September 30, 2026 to September 30, 2028, effective October 1, 2026, upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on September 20, 2023, item #34.

Funds are available in the following accounts for State Fiscal Year 2027, and are anticipated to be available in State Fiscal Years 2028 and 2029, 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	074-500585	Grants for Pub Asst and Relief	Multiple	\$85,680	\$0	\$85,680
2025	074-500589	Grants for Pub Asst and Relief	92157050	\$114,240	\$0	\$114,240
			Subtotal	\$199,920	\$0	\$199,920

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

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
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2026	072-509073	Grants Federal	92157050	\$114,240	\$0	\$114,240
2027	072-509073	Grants Federal	92157050	\$28,560	\$96,288	\$124,848
2028	072-509073	Grants Federal	92157050	\$0	\$128,384	\$128,384
2029	072-509073	Grants Federal	92157050	\$0	\$32,096	\$32,096
			Subtotal	\$142,800	\$256,768	\$399,568
			Total	\$342,720	\$256,768	\$599,488

EXPLANATION

The purpose of this request is to exercise a contract renewal option for the Contractor to continue providing Continuum of Care housing services to unsheltered persons through the Rural Supportive Services Only (RSSO) project. 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.

Approximately 50 to 150 unsheltered participants will be served annually through September 30, 2028.

The Contractor will continue to provide a housing services continuum of care project that includes a Rural Supportive Services Only program connecting unsheltered participants to stable housing with tailored services and supports for individuals experiencing homelessness in counties designated as rural by the U.S. Department of Housing and Urban Development (HUD). Program participants will continue to receive individual assistance in obtaining support for housing, mainstream health, social services, and employment programs for which they are eligible to apply and that meet their needs without being a prerequisite for housing assistance. The Contractor will continue to utilize their Resource Center as a drop-in center serving individuals, youth, and families experiencing homelessness to provide access to showers, laundry, internet and phone. The Contractor also provides referrals and access to resources through the drop-in center including mental health and primary care services, substance use treatment, income supports and housing services that includes assistance resolving barriers to housing. The Contractor will allow participants to use the resource center address as a temporary mailing address.

The Department will continue to monitor services through review and assessment of annual reports required of 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 original agreement, the parties have the option to extend the agreement for up to three (3) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval. The Department is exercising its option to renew services for two (2) years of the three (3) years available.

Should the Governor and Council not authorize this request, there will be fewer supportive services available to unsheltered persons, 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: Merrimack County.

Source of Federal Funds: Assistance Listing Number #14.267, FAIN#
NH0151R1T002501.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori A. Weaver".

For:

Lori A. Weaver
Commissioner

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

This Amendment to the Continuum of Care, Rural Supportive Services Only 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 20, 2023 (Item #34), 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:
September 30, 2028
2. Form P-37, General Provisions, Block 1.8., Price Limitation, to read:
\$599,488
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 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 U.S. Department of Housing and Urban Development, Continuum of Care Program, ALN 14.267, as awarded on:
 - 1.1.1. February 2, 2023, FAIN NH0151R1T002200; and
 - 1.1.2. Date of Award TBD, FAIN NH0151R1T002501.
5. Add Exhibit C-2, Budget, Amendment #1, which is attached hereto and incorporated by reference herein.

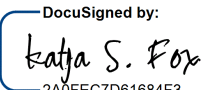
All terms and conditions of the Contract not modified by this Amendment remain in full force and effect. This Amendment shall be effective October 1, 2026, upon Governor and Council approval.

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

7/28/2026

Date

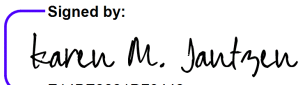
DocuSigned by:


Name: Katja S. Fox
Title: Director

Concord Coalition to End Homelessness

7/27/2026

Date

Signed by:


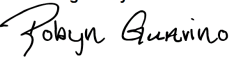
Name: Karen M. Jantzen
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

7/30/2026

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:

Exhibit C-2, Budget, Amendment #1

Concord Coalition to End Homelessness, RSSO

CoC Funds - NH0151R1T002200

NH0151R1T002501

	SFY2027 - 10/1/26-6/30/27								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 88,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,128	\$ -	\$ -
Administration	\$ 8,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,160	\$ -	\$ -
25% Required Match	\$ 24,072	\$ -	\$ -	\$ 24,072		\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 120,360	\$ -	\$ -	\$ 24,072	\$ -	\$ -	\$ 96,288	\$ -	\$ -

	SFY2028 - 7/1/27-9/30/27								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 29,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,376	\$ -	\$ -
Administration	\$ 2,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,720	\$ -	\$ -
25% Required Match	\$ 8,024	\$ -	\$ -	\$ 8,024		\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 40,120	\$ -	\$ -	\$ 8,024	\$ -	\$ -	\$ 32,096	\$ -	\$ -

	SFY2028 - 10/1/27-6/30/28								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 88,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,128	\$ -	\$ -
Administration	\$ 8,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,160	\$ -	\$ -
25% Required Match	\$ 24,072	\$ -	\$ -	\$ 24,072		\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 120,360	\$ -	\$ -	\$ 24,072	\$ -	\$ -	\$ 96,288	\$ -	\$ -

	SFY2029 - 7/1/28-9/30/28								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 29,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,376	\$ -	\$ -
Administration	\$ 2,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,720	\$ -	\$ -
25% Required Match	\$ 8,024	\$ -	\$ -	\$ 8,024		\$ -	\$ -	\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 40,120	\$ -	\$ -	\$ 8,024	\$ -	\$ -	\$ 32,096	\$ -	\$ -

	TOTAL - 10/1/26-9/30/28								
	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	\$ 235,008						\$ 235,008	\$ -	\$ -
Administration	\$ 21,760						\$ 21,760	\$ -	\$ -
25% Required Match	\$ 64,192			\$ 64,192				\$ -	\$ -
TOTAL HUD FUNDS/BALANCE	\$ 320,960	\$ -	\$ -	\$ 64,192	\$ -	\$ -	\$ 256,768	\$ -	\$ -

Total W/O Match \$ 256,768

Contractor Initials 

State of New Hampshire

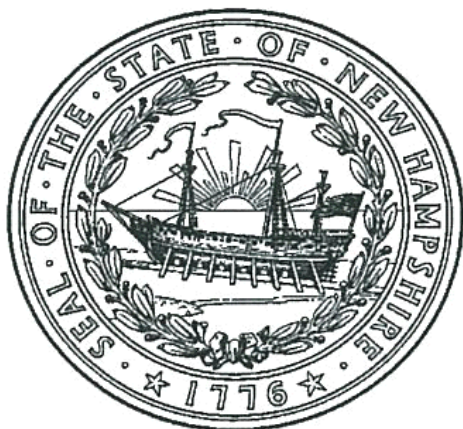
Department of State

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", is written over a faint circular outline.

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Joan PC McIntire, 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
 (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 M. Jantzen, Executive Director (may list more than one person)
 (Name and Title of Contract Signatory)

is duly authorized on behalf of Concord Coalition to End Homelessness to enter into contracts or agreements with
 (Name of Corporation/LLC)

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

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority 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: 1/27/26

Joan PC McIntire
 Signature of Elected Officer
 Name: Joan PC McIntire
 Title: Chair



TOEN000001

MFOYE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/27/2026

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

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

PRODUCER Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: PHONE (A/C, No, Ext): (603) 225-6611 FAX (A/C, No): (603) 225-7935 E-MAIL ADDRESS:														
INSURED Concord Coalition to End Homelessness PO Box 3933 Concord, NH 03302	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Insurance Company</td> <td>23850</td> </tr> <tr> <td>INSURER B : Granite State Health Care & Human Services Self Insured Group</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Insurance Company	23850	INSURER B : Granite State Health Care & Human Services Self Insured Group		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS															
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER: General Aggregate			PHPK2573288-015	7/1/2026	7/1/2027	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 3,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 3,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 3,000,000		\$	
EACH OCCURRENCE	\$ 1,000,000																					
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000																					
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PRODUCTS - COMP/OP AGG	\$ 3,000,000																					
	\$																					
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$					
COMBINED SINGLE LIMIT (Ea accident)	\$																					
BODILY INJURY (Per person)	\$																					
BODILY INJURY (Per accident)	\$																					
PROPERTY DAMAGE (Per accident)	\$																					
	\$																					
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$									
EACH OCCURRENCE	\$																					
AGGREGATE	\$																					
	\$																					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	P02364HCHS2026-01	1/1/2026	1/1/2027	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">PER STATUTE</td> <td style="width: 5%;">OTH-ER</td> <td style="width: 90%;"></td> </tr> <tr><td></td><td></td><td>E.L. EACH ACCIDENT</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td></td><td></td><td>E.L. DISEASE - EA EMPLOYEE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td></td><td></td><td>E.L. DISEASE - POLICY LIMIT</td><td style="text-align: right;">\$ 1,000,000</td></tr> </table>	PER STATUTE	OTH-ER				E.L. EACH ACCIDENT	\$ 1,000,000			E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000			E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
PER STATUTE	OTH-ER																					
		E.L. EACH ACCIDENT	\$ 1,000,000																			
		E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																			
		E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			

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

3A State: NH

Volunteers and volunteer board members are excluded from coverage.

CERTIFICATE HOLDER**CANCELLATION**

State of NH - Department of Health & Human Services
 129 Pleasant Street
 Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

NONPROFIT COVER SHEET

A. Entity Name: Concord Coalition to End Homelessness

B. Entity's Contact Information:

For Records Requests (e.g., resumes of key personnel; audited financial statements):

Name / Phone / Email: Karen M. Jantzen, 603-290-3375 x20, karen@concordhomeless.org

Person responsible for Accuracy and Completeness of information provided:

Name: Karen M. Jantzen

Title: Executive Director

Signature:



C. List Board of Directors and Affiliations

<u>Name (Identify any additional role(s) in Parentheses)</u>	<u>Affiliations</u>
E.g., John Doe (President)	
Joanie McIntire (Chair)	Coldwell Banker J. Hampe Associates
Johane Telgener, Med (Vice Chair)	NH Hunger Solutions
Alex Panagiotakos (Treasurer)	CATCH Neighborhood Housing
Jamie Morgan (Secretary)	Riverbend CMHC
Cathy Battistelli (Immediate Past Chair)	Retired, US District Court of NH
Miles Whitener	Concord Food Co-op
Carol Sobelson, MSW	Retired, Capital Valley Counseling Assoc
Greg Thesing, MD	Family Health Center at Concord Hospital
Thomas De Angelis, Maj	Merrimack County Sheriff's Office
Emma Sisti, Esq	Shaheen & Gordon, P.A.
Michael Finnegan, AIF	Focus Partners Wealth

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Karen Jantzen	Executive Director	\$117,000	\$2,000
Tina Broyer	Dir of Operations	\$78,000	\$2,000
Monika Faber	Program Manager	\$55,000	\$3,000

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>

17776	Concord Coalition to End Homelessness	238 North Main Street	Concord	NH	03301	G	5/15/2026
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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 (Not Applicable)

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

2. BALANCE SHEET (Not Applicable)

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & 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 & 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.

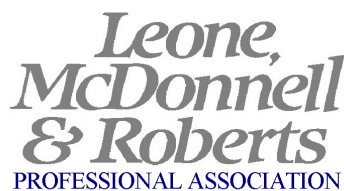
CCEH's BELIEFS

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.

CONCORD COALITION TO END HOMELESSNESS

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



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

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
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>
RESTRICTED CASH	<u>155,605</u>	<u>95,348</u>
PROPERTY AND EQUIPMENT		
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>
OTHER ASSETS		
Tenant security deposits	<u>4,996</u>	<u>3,891</u>
Total assets	<u><u>\$ 5,378,323</u></u>	<u><u>\$ 3,871,858</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
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>
LONG TERM LIABILITIES		
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
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2,497,488</u>	<u>2,185,671</u>
Total liabilities and net assets	<u><u>\$ 5,378,323</u></u>	<u><u>\$ 3,871,858</u></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>
REVENUE AND SUPPORT		
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>
EXPENSES		
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>
INCREASE IN NET ASSETS FROM OPERATIONS AND SUPPORT	<u>405,511</u>	<u>190,109</u>
OTHER EXPENSES		
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>
INCREASE IN NET ASSETS	311,817	70,109
NET ASSETS, BEGINNING OF YEAR	<u>2,185,671</u>	<u>2,115,562</u>
NET ASSETS, END OF YEAR	<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**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
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> </u>	<u> </u>	<u> </u>	<u> </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

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
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	<u>(90,000)</u>	<u>90,000</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>263,829</u>	<u>626,396</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases and construction of property and equipment	(1,862,539)	(113,294)
Proceeds from sale of First Church	<u>582,521</u>	<u>-</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(1,280,018)</u>	<u>(113,294)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on long term debt	(53,578)	(443,317)
Accrued construction costs	118,899	-
Loan closing costs	(27,205)	-
Proceeds from long term debt	<u>1,286,287</u>	<u>-</u>
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>1,324,403</u>	<u>(443,317)</u>
NET INCREASE IN CASH AND RESTRICTED CASH	308,214	69,785
CASH AND RESTRICTED CASH AT BEGINNING OF YEAR	<u>556,780</u>	<u>486,995</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 864,994</u>	<u>\$ 556,780</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid during the year for:		
Interest	<u>\$ 10,255</u>	<u>\$ 28,297</u>
CASH BALANCES:		
Cash and cash equivalents	\$ 709,389	\$ 461,432
Restricted cash	<u>155,605</u>	<u>95,348</u>
Total cash and restricted cash	<u>\$ 864,994</u>	<u>\$ 556,780</u>

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:

	<u>2024</u>	<u>2023</u>
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	<u>25,000</u>	<u>25,000</u>
 Total restricted cash	 <u>\$ 155,605</u>	 <u>\$ 95,348</u>

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:

	<u>2024</u>	<u>2023</u>
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:

	<u>2024</u>	<u>2023</u>
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.	\$ 645,952	\$ 645,952
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.	494,665	-
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.	759,500	-

CONCORD COALITION TO END HOMELESSNESS

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

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.	44,000	44,000
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.	250,000	250,000
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.	-	45,000
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.	45,000	28,423
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.	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.

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

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

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

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>
CURRENT ASSETS						
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
	<u>839,477</u>	<u>4,973</u>	<u>8,916</u>	<u>5,447</u>	<u>(33,259)</u>	<u>825,554</u>
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>
RESTRICTED CASH	<u>76,609</u>	<u>32,613</u>	<u>-</u>	<u>46,383</u>	<u>-</u>	<u>155,605</u>
PROPERTY AND EQUIPMENT						
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
	<u>950,920</u>	<u>827,646</u>	<u>412,541</u>	<u>2,482,786</u>	<u>-</u>	<u>4,673,893</u>
Total property and equipment						
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>
	<u>767,453</u>	<u>756,564</u>	<u>390,340</u>	<u>2,477,811</u>	<u>-</u>	<u>4,392,168</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>
OTHER ASSETS						
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>
	<u>132,237</u>	<u>1,202</u>	<u>3,794</u>	<u>-</u>	<u>(132,237)</u>	<u>4,996</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

CURRENT LIABILITIES						
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	<u>10,458</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,458</u>
	<u>283,362</u>	<u>11,120</u>	<u>42,172</u>	<u>124,346</u>	<u>(33,259)</u>	<u>427,741</u>
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>
LONG TERM LIABILITIES						
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>
	<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 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
NET ASSETS WITHOUT DONOR RESTRICTIONS	<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>
REVENUE AND SUPPORT						
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>
EXPENSES						
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>
INCREASE (DECREASE) IN NET ASSETS FROM OPERATIONS AND SUPPORT	(628,275)	(3,846)	(8,466)	1,046,098	-	405,511
OTHER EXPENSES						
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>
INCREASE (DECREASE) IN NET ASSETS	(721,969)	(3,846)	(8,466)	1,046,098	-	311,817
NET ASSETS, BEGINNING OF YEAR	<u>1,988,838</u>	<u>107,161</u>	<u>89,672</u>	<u>-</u>	<u>-</u>	<u>2,185,671</u>
NET ASSETS, END OF YEAR	<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

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

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

AFP International, Northern New England Chapter

NH Community Behavioral Health Association

NH Center for Nonprofits

Greater Concord Chamber of Commerce

COMMUNITY VOLUNTEER

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

CHRISTINA BROYER

Experienced nonprofit operations professional with a strong foundation in Human Resources and growing expertise in organizational operations, finance, and program management. Skilled in overseeing day-to-day operations for a homeless resource center and emergency shelter, including staff supervision, budgeting support, facilities coordination, compliance, and program administration. Adept at streamlining processes, managing cross-functional teams, supporting grant and financial reporting, and ensuring high-quality service delivery while maintaining compliance with nonprofit and government funding requirements. Passionate about building efficient systems, supporting employees, and advancing mission-driven programs that serve individuals experiencing homelessness.

Work Experience

Director of Operations

Concord Coalition to End Homelessness – Concord, NH
October 2024 – Current

Human Resources & Employee Relations

- Recruitment, onboarding, offboarding, performance management, employee relations, benefit administration, personnel compliance and policy development.

Operations Management

- Oversee day-to-day organizational operations, develop and improve workflows, manage facilities, coordinate with vendors, maintain operational policies. Oversee building operations, safety protocols, emergency preparedness, vendor relationships, maintenance coordination and security procedures.

Financial Administration

- Assist with budget development and monitoring, accounts payable/receivable oversight, payroll coordination, expense tracking, purchasing.

Program Management

- Oversee resource center, housing and shelter operations, support case management teams, coordinate program implementation. Conduct performance evaluations, coaching & development and foster a positive work environment.

HR Generalist/Talent Acquisition

Riverbend CMHC - Concord, NH
June 2021 to October 2024

- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes, and talent management.
- Reviewed and screened applicant resumes to identify qualified candidates, resulting in over 300 hires including 50 passive candidates.
- Managed internal and external events related to recruiting and employee engagement/satisfaction.
- Collaborated with cross-functional teams to achieve organizational objectives through strategic HR planning.
- Served as trusted advisor to employees at all levels of organization regarding career development, workplace policies, and employee satisfaction.
- Planned and managed recruitment activities for new hires using strategic personnel, onboarding, and position management practices.
- Management of academic/medical internship program.
- Benefit Administration

Operations Coordinator and Interim HR Coordinator

Weston Foods-Manchester, NH

March 2018 to June 2019

- Full life-cycle recruiting for 80+ open requisitions for 24/7 manufacturing plant
- Responsible for all HR processing, pre-employment testing, orientation and documentation
- Vendor Contract management and Project management
- HR and Benefits coordination including open enrollment.
- Collaborated with area managers to evaluate needs and optimize operational plans.
- Led successful projects from conception to completion. achieving objectives on time and within budget constraints.

Employee Care Manager and Recruiter

Home Care Assistance-Bedford, NH

December 2015 to December 2017

- Full life-cycle recruiting for 24/7 health care staffing
- Maintained all pre-employment and HR documentation, management of employee orientation process
- Assisted with on-call and scheduling.
- Educated clients and families on community resources, treatment options and health care services to better manage needs.
- Developed strong rapport with patients and families through empathetic listening and compassionate communication techniques.

Business Owner

Independent Contractor Christina Broyer Management Services-Concord, NH

June 2004 to November 2015

- Full life-cycle recruiting and HR
- Departmental Management
- Negotiated contracts with clients, ensuring clear communication of project scope and expectations for both parties.
- Identified new business opportunities through networking events, online platforms, or word-of-mouth referrals.
- Utilized specialized software tools when necessary to enhance productivity or meet specific client requirements.
- Helped meet changing demands by recommending improvements to business systems or procedures.
- Consulted with customers to assess needs and propose optimal solutions.
- Adapted quickly to changing demands or unforeseen challenges within project's scope without compromising results.
- Increased client satisfaction by delivering high-quality projects on time and within budget constraints.

Education

BS. in Behavioral Science

Granite State College - Concord, NH

May 2012

MA. in Industrial & Organizational Psychology (in progress)

Adler School of Psychology - Chicago, IL

Additional Information

HRAGC Community Development Committee - 2023-Current

Committee - Riverbend CMHC - 2023-Current

NAMI Walk - Team Captain - 2022-Current Concord

Leadership Participant- 2023

Merrimack Valley District School Board Member (Elected position) 2016- 2018 NH

Capital Region Habitat for Humanity Board Member - 2015-2016

New London Hospital Auxiliary Board - 2003-200

Monika Faber
Case Manager, bilingual Spanish
Authorized to work in the US for any
employer

WORK EXPERIENCE

- **Program Manager** – Concord Coalition to End Homelessness, Concord, NH. (July 2026 – Present):

Manage the Resource Center Program and the Housing Stabilization Program. Supervise both teams and coordinate overall services. HMIS, Salesforce, Coordinated Entry, Compliance. Ongoing meetings with collaborating agencies: Concord PD Social Worker, Community Action Program, DHHS, Waypoint, City Welfare, and others. Utilize and continue to implement Trauma-Informed Care practices.

- **Resource Specialist / Case Manager** – Concord Coalition to End Homelessness, Concord, NH (Nov 2025–June 2026)

Process the paperwork needed for the unhoused clients at the Resource Center: HMIS & Salesforce, Vital Documents, SNO-FO intakes, Coordinated Entry Assessments, NHHFA housing applications, Concord Housing applications, PBV applications, HCV applications, Mainstream vouchers.

- **Surgical Scheduler** – Concord Hospital, Concord, NH (Mar 2025–Oct 2025)

Coordinate surgical schedules for all surgeons at Concord Hospital OBGYN clinic. Over the phone screenings, patient progress follow-up, ensure surgeon's caseloads are fair and manageable. Coordinate with other departments to ensure patient satisfaction and prevent staff burnout. Trained new hire.

- **Senior Staff Therapist / Outpatient Clinician** – Maps Counseling Services, Inc., Keene, NH (Apr 2014–Feb 2025)

Provide individual outpatient psychotherapy to individuals 16 and older. Intakes. Treatment plans. Ongoing weekly clinical consultation with the team. Carried a caseload of 25-30 clients/week. Coordinated with social services and crisis teams.

- **Community Based Clinician** – Monadnock Family Services, Keene, NH (Jun 2013–Apr 2014)

Provided in-home mental health therapy to a caseload of 15-20 families/week. Intense behavior interventions services to stabilize families and their children.

- **Bilingual Spanish Outpatient Clinician** – Behavioral Health Network, Springfield, MA (Sep 2010–Jun 2013)

Provided individual outpatient therapy in a community mental health setting. Weekly sessions. Collaborated with Baystate with their Trauma-Focused Cognitive Behavioral Therapy program for 2 years.

- **Clinical Supervisor** – Youth Villages, Worcester, MA (Jun 2009–Sep 2010)

Supervised a team of 5 Intensive In-Home services clinicians. Each team member carried a caseload of 5 families/week. I carried Crisis beeper 24/7 for all of them. Ensured compliance with State requirements (DCYF funded program).

- **Family Counselor / Case Manager** – Youth Villages, Worcester, MA (Oct 2008–Jun 2009)

Provided intensive in-home therapy to families at high risk of losing the custody of their children to the State. Intensive behavioral intervention program addressing parental substance use (sometimes children's substance use), self-harm and domestic violence.

- **Student Advocate / Case Manager** – Anoka-Hennepin School District 11 & Osseo Area Schools ISD 279, MN (Sep 2003–Aug 2008)

Federally funded program providing intense case management and advocacy for minority children in Minnesota's AHD school district. Working directly with Special Education Services to reduce the achievement gap.

EDUCATION

- Spiritual Trauma-Informed Counselor Certification – American Institute of Health Care Professionals (2026)
- Counseling Psychology CAGS (LMHC track) – Cambridge College (2009–2011)
- Psychology, Master of Science – Walden University (2007–2009)
- Humanities, Bachelor of Arts – Central University of Barcelona, Spain (1995–1999)

SKILLS

First aid, Geriatrics, Patient advocacy, Medical office experience, Crisis management, Empathy, Intake, Health coaching, Group counseling, EHR/EMR, Clinical documentation, Telehealth, HIPAA compliance, CBT, Microsoft Teams, Spanish, Google Workspace, English.

LANGUAGES

English (American) – Fluent

Spanish (Spain) – Fluent

Catalan – Fluent

CERTIFICATIONS AND LICENSES

Certified Spiritual Trauma-Informed Care Counselor (March 2026 – Expires March 2030)

BLS Certification (February 2025–February 2027)

LCMHC #1036 (February 2014– Expired February 2026)