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## STATE OF NEW HAMPSHIRE

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

## DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Weaver  
Interim Commissioner

Melissa A. Hardy  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

April 3, 2023

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into **Sole Source** amendments to existing contracts with the Contractors listed below to modify the scope of services and add additional funding to support the Aging and Disability Resource Center ServiceLink services, by changing the price limitation of \$13,019,911.02 to \$13,292,911.02 and no change to the contract completion dates of June 30, 2024, effective upon Governor and Council approval. 87.44% Federal Funds. 12.56% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, item #18, and amended as approved by the Governor on December 30, 2020, presented to Executive Council as an Informational Item, on February 17, 2021, item #A, and amended on June 1, 2022, item #20. The Partnership for Public Health, Inc., contract was amended separately with Governor and Council approval on March 23, 2022, Item #28.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health & Developmental Services of Strafford County, Inc.	177278	Rockingham and Strafford County	\$3,772,438.60	\$157,600.00	\$3,930,038.60
Community Action Program Belknap and Merrimack Counties, Inc.	177203	Merrimack County	\$1,315,785.64	\$91,300.00	\$1,407,085.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County, excluding Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,656,319.24	\$91,300.00	\$1,747,619.24

Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$1,294,876.58	\$91,300.00	\$1,386,176.58
Partnership for Public Health, Inc.	165635	Belknap and Carroll County	\$1,789,617.94	\$162,600.00	\$1,952,217.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$2,436,677.42	\$152,600.00	\$2,589,277.42
Tri-County Community Action Program, Inc.	177195	Coos County	\$754,195.60	\$91,300.00	\$845,495.60
		<b>Total:</b>	<b>\$13,019,911.02</b>	<b>\$838,000.00</b>	<b>\$13,857,911.02</b>

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

**See attached fiscal details.**

**EXPLANATION**

This request is **Sole Source** because the Department is amending the scope of services and adding funding. The Department is requesting to add American Rescue Plan Act (ARPA) funds and additional Medicare Caregiver program grant funding to address ongoing impacts of the COVID-19 pandemic. This amendment in the scope of services and additional funding will:

- Assist individuals to avoid institutionalization.
- Assist individuals in long-term care institutions who are able to return to their community including client assessment and coordination of community and support services.
- Increase technology to support virtual work within ServiceLink.
- Provide staff incentives for working through the pandemic and beyond.
- Assist with recruitment activities to help on-board and educate staff.
- Supplement increased operational costs.

Approximately 22,500 unduplicated individuals will be served annually with the additional funding, in addition to the 71,000 individuals already being served annually.



ServiceLink is designated as New Hampshire's Aging and Disability Resource Center and the NHCarePath Full Service Access Partner. ServiceLink is a program of the New Hampshire Department of Health and Human Services. Through contracts with local agencies around the state, ServiceLink helps individuals access and make connections to long term supports and services, access family caregiver information and supports, explore options and understand and access Medicare and Medicaid. ServiceLink provides services for individuals of all ages, income levels and abilities and administers programs and services such as Information Referral and Assistance, Options Counseling, NH Family Caregiver Program, State Health Insurance Assistance Program (SHIP), and Senior Medicare Patrol (SMP).

The Department will monitor Contractor services including:

- Ensuring the Contractors maintain and implement Department-approved work plans for Information & Referral/Assistance, Quality Improvement and Outreach.
- Ensuring support is being provided to clients requiring guidance with Caregiver or Medicare programs.

Should the Governor and Executive Council not authorize this request, the ServiceLink network may not have the necessary resources to support re-establishing in-person operations and client assessment and coordination of community services. Without these necessary services, thousands of our most vulnerable residents may go without support.

Source of Federal Funds: Assistance Listing Number (ALN)# 93.071, FAIN# 2001NHMISH-00, ALN# 93.667, FAIN# 2001NHSOSR, ALN# 93.052, FAIN# 20AANHT3FC, ALN# 93.324, FAIN# 90SA0003-02-03, ALN# 93.048, FAIN# 90MP0186-03-01, ALN# 93.791, FAIN# 1LICMS300148-01-10, ALN #93.044, FAIN #2001NHSSC3-00, ALN# 93.052 #2101HFCC6-00, ALN# 93.044, FAIN# 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Weaver  
Interim Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

*Note: "Grants for P.A.&R" = Grants for Public Assistance and Relief*

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.&R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.&R.	2023	\$257,931.00	\$9,300.00	\$267,231.00
545-500387	I & R Contracts	2023	\$15,685.00	\$0.00	\$15,685.00
570-500928	Family Caregiver	2023	\$54,000.00	\$2,000.00	\$56,000.00
074-500589	Grants for P.A.&R.	2024	\$257,931.00	\$22,000.00	\$279,931.00
545-500387	I & R Contracts	2024	\$15,685.00	\$0.00	\$15,685.00
570-500928	Family Caregiver	2024	\$54,000.00	\$2,000.00	\$56,000.00
	Subtotal		\$1,311,783.64	\$35,300.00	\$1,347,083.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.&R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.&R.	2023	\$182,368.00	\$9,300.00	\$191,668.00
545-500387	I & R Contracts	2023	\$11,010.00	\$0.00	\$11,010.00
570-500928	Family Caregiver	2023	\$27,000.00	\$2,000.00	\$29,000.00
074-500589	Grants for P.A.&R.	2024	\$182,368.00	\$22,000.00	\$204,368.00
545-500387	I & R Contracts	2024	\$11,010.00	\$0.00	\$11,010.00
570-500928	Family Caregiver	2024	\$27,000.00	\$2,000.00	\$29,000.00
	Subtotal		\$882,471.44	\$35,300.00	\$917,771.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.&R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33

570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$450,540.00	\$9,300.00	\$459,840.00
545-500387	I & R Contracts	2023	\$26,393.00	\$0.00	\$26,393.00
570-500928	Family Caregiver	2023	\$67,000.00	\$2,000.00	\$69,000.00
074-500589	Grants for P.A.& R.	2024	\$450,540.00	\$22,000.00	\$472,540.00
545-500387	I & R Contracts	2024	\$26,393.00	\$0.00	\$26,393.00
570-500928	Family Caregiver	2024	\$67,000.00	\$2,000.00	\$69,000.00
		Subtotal	\$2,178,372.16	\$35,300.00	\$2,213,672.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$340,600.00	\$9,300.00	\$349,900.00
545-500387	I & R Contracts	2023	\$16,213.00	\$0.00	\$16,213.00
570-500928	Family Caregiver	2023	\$54,000.00	\$2,000.00	\$56,000.00
074-500589	Grants for P.A.& R.	2024	\$340,600.00	\$22,000.00	\$362,600.00
545-500387	I & R Contracts	2024	\$16,213.00	\$0.00	\$16,213.00
570-500928	Family Caregiver	2024	\$54,000.00	\$2,000.00	\$56,000.00
		Subtotal	\$1,646,491.24	\$35,300.00	\$1,681,791.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$264,727.00	\$9,300.00	\$274,027.00
545-500387	I & R Contracts	2023	\$17,646.00	\$0.00	\$17,646.00
570-500928	Family Caregiver	2023	\$40,500.00	\$2,000.00	\$42,500.00
074-500589	Grants for P.A.& R.	2024	\$264,727.00	\$22,000.00	\$286,727.00
545-500387	I & R Contracts	2024	\$17,646.00	\$0.00	\$17,646.00
570-500928	Family Caregiver	2024	\$40,500.00	\$2,000.00	\$42,500.00
		Subtotal	\$1,292,331.58	\$35,300.00	\$1,327,631.58

Partnership for Public Health, Inc. (Vendor Code 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
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102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$337,107.00	\$18,600.00	\$355,707.00
545-500387	I & R Contracts	2023	\$21,718.00	\$0.00	\$21,718.00
570-500928	Family Caregiver	2023	\$81,000.00	\$4,000.00	\$85,000.00
074-500589	Grants for P.A.& R.	2024	\$337,107.00	\$44,000.00	\$381,107.00
545-500387	I & R Contracts	2024	\$21,718.00	\$0.00	\$21,718.00
570-500928	Family Caregiver	2024	\$81,000.00	\$4,000.00	\$85,000.00
	Subtotal		\$1,760,619.94	\$70,600.00	\$1,831,219.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$528,162.81	\$0.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$468,736.00	\$18,600.00	\$487,336.00
545-500387	I & R Contracts	2023	\$31,747.00	\$0.00	\$31,747.00
570-500928	Family Caregiver	2023	\$67,500.00	\$4,000.00	\$71,500.00
074-500589	Grants for P.A.& R.	2024	\$468,736.00	\$44,000.00	\$512,736.00
545-500387	I & R Contracts	2024	\$31,747.00	\$0.00	\$31,747.00
570-500928	Family Caregiver	2024	\$67,500.00	\$4,000.00	\$71,500.00
	Subtotal		\$2,332,679.42	\$70,600.00	\$2,403,279.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$150,780.00	\$9,300.00	\$160,080.00
545-500387	I & R Contracts	2023	\$10,407.00	\$0.00	\$10,407.00
570-500928	Family Caregiver	2023	\$27,000.00	\$2,000.00	\$29,000.00
074-500589	Grants for P.A.& R.	2024	\$150,780.00	\$22,000.00	\$172,780.00
545-500387	I & R Contracts	2024	\$10,407.00	\$0.00	\$10,407.00

570-500928	Family Caregiver	2024	\$27,000.00	\$2,000.00	\$29,000.00
		Subtotal	\$753,107.60	\$35,300.00	\$788,407.60

Total 9565	\$12,157,857.02	\$353,000.00	\$12,510,857.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$100,000.00	\$0.00	\$100,000.00

Total 3317	\$100,000.00	\$0.00	\$100,000.00
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05-95-48-481010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-481010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
ELDERLY AND ADULT SERVICES,  
(50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$613,095.00	\$0.00	\$613,095.00

Total 2164	\$613,095.00	\$0.00	\$613,095.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:  
ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS

(100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00



Total 8925	\$36,374.00	\$0.00	\$36,374.00
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Partnership for Public Health, Inc. (Vendor Code 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>

Total 1917	\$15,000.00	\$0.00	\$15,000.00
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, GENERAL FUNDS MATCH FOR ARPA

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$4,200.00	\$4,200.00
540-500382	Social Service Contracts	2024	\$0.00	\$16,800.00	\$16,800.00
570-500928	Family Caregiver	2024	\$0.00	\$35,000.00	\$35,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$56,000.00</b>	<b>\$56,000.00</b>

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$4,200.00	\$4,200.00
540-500382	Social Service Contracts	2024	\$0.00	\$16,800.00	\$16,800.00
570-500928	Family Caregiver	2024	\$0.00	\$15,000.00	\$15,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$36,000.00</b>	<b>\$36,000.00</b>

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$4,200.00	\$4,200.00
540-500382	Social Service Contracts	2024	\$0.00	\$16,800.00	\$16,800.00
570-500928	Family Caregiver	2024	\$0.00	\$30,000.00	\$30,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$51,000.00</b>	<b>\$51,000.00</b>

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$4,200.00	\$4,200.00
540-500382	Social Service Contracts	2024	\$0.00	\$16,800.00	\$16,800.00
570-500928	Family Caregiver	2024	\$0.00	\$35,000.00	\$35,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$56,000.00</b>	<b>\$56,000.00</b>

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$8,200.00	\$8,200.00
540-500382	Social Service Contracts	2024	\$0.00	\$32,800.00	\$32,800.00
570-500928	Family Caregiver	2024	\$0.00	\$15,000.00	\$15,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$56,000.00</b>	<b>\$56,000.00</b>

**Partnership for Public Health, Inc. (Vendor Code 165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$5,000.00	\$13,400.00	\$18,400.00
540-500382	Social Service Contracts	2024	\$5,000.00	\$38,600.00	\$43,600.00
570-500928	Family Caregiver	2024	\$0.00	\$40,000.00	\$40,000.00
		<b>Subtotal</b>	<b>\$10,000.00</b>	<b>\$92,000.00</b>	<b>\$102,000.00</b>

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$8,400.00	\$8,400.00
540-500382	Social Service Contracts	2024	\$0.00	\$33,600.00	\$33,600.00
570-500928	Family Caregiver	2024	\$0.00	\$40,000.00	\$40,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$82,000.00</b>	<b>\$82,000.00</b>

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	Social Service Contracts	2023	\$0.00	\$8,200.00	\$8,200.00
540-500382	Social Service Contracts	2024	\$0.00	\$32,800.00	\$32,800.00
570-500928	Family Caregiver	2024	\$0.00	\$15,000.00	\$15,000.00
		<b>Subtotal</b>	<b>\$0.00</b>	<b>\$56,000.00</b>	<b>\$56,000.00</b>

<b>Total 2638</b>	<b>\$10,000.00</b>	<b>\$485,000.00</b>	<b>\$495,000.00</b>
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$332,937.82	\$0.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	2023	\$327,616.00	\$15,500.00	\$343,116.00
	2024	\$327,616.00	\$75,800.00	\$403,416.00
	<b>Subtotal</b>	<b>\$1,315,785.64</b>	<b>\$91,300.00</b>	<b>\$1,407,085.64</b>

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$224,246.72	\$0.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	2023	\$220,378.00	\$15,500.00	\$235,878.00
	2024	\$220,378.00	\$55,800.00	\$276,178.00
	<b>Subtotal</b>	<b>\$885,380.44</b>	<b>\$71,300.00</b>	<b>\$956,680.44</b>

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$554,579.08	\$0.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	2023	\$543,933.00	\$15,500.00	\$559,433.00
	2024	\$543,933.00	\$70,800.00	\$614,733.00
	Subtotal	\$2,186,378.16	\$86,300.00	\$2,272,678.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$423,880.62	\$0.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	2023	\$410,813.00	\$15,500.00	\$426,313.00
	2024	\$410,813.00	\$75,800.00	\$486,613.00
	Subtotal	\$1,656,319.24	\$91,300.00	\$1,747,619.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$326,257.79	\$0.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	2023	\$322,873.00	\$19,500.00	\$342,373.00
	2024	\$322,873.00	\$71,800.00	\$394,673.00
	Subtotal	\$1,294,876.58	\$91,300.00	\$1,386,176.58

**Partnership for Public Health, Inc. (Vendor Code 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$445,142.97	\$0.00	\$445,142.97
	2022	\$454,824.97	\$0.00	\$454,824.97
	2023	\$444,825.00	\$36,000.00	\$480,825.00
	2024	\$444,825.00	\$126,600.00	\$571,425.00
	Subtotal	\$1,789,617.94	\$162,600.00	\$1,952,217.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$573,301.21	\$0.00	\$573,301.21
	2022	\$627,410.21	\$0.00	\$627,410.21
	2023	\$567,983.00	\$31,000.00	\$598,983.00
	2024	\$567,983.00	\$121,600.00	\$689,583.00
	Subtotal	\$2,336,677.42	\$152,600.00	\$2,489,277.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$188,187.00	\$19,500.00	\$207,687.00
	2024	\$188,187.00	\$71,800.00	\$259,987.00
	Subtotal	\$754,195.60	\$91,300.00	\$845,495.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$25,000.00	\$0.00	\$25,000.00
	2024	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$100,000.00	\$0.00	\$100,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$175,170.00	\$0.00	\$175,170.00
	2024	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$700,680.00	\$0.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,296,204.01	\$0.00	\$3,296,204.01
Grand Total SFY23	2023	\$3,226,778.00	\$168,000.00	\$3,394,778.00
Grand Total SFY24	2024	\$3,226,778.00	\$670,000.00	\$3,896,778.00
Total Contract		\$13,019,911.02	\$838,000.00	\$13,857,911.02

Note: "Grants for P.A.&R." = Grants for Public Assistance and Relief

#### ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	102-500734	Contracts for Program Services	\$2,464,788.01	\$0.00	\$2,464,788.01
2021	545-500387	I & R Contracts	\$150,819.00	\$0.00	\$150,819.00
2021	570-500928	Family Caregiver	\$418,000.00	\$0.00	\$418,000.00
2022	074-500589	Grants for P.A.&R.	\$2,512,215.01	\$0.00	\$2,512,215.01
2022	545-500387	I & R Contracts	\$150,819.00	\$0.00	\$150,819.00
2022	570-500928	Family Caregiver	\$418,000.00	\$0.00	\$418,000.00
2023	074-500589	Grants for P.A.&R.	\$2,452,789.00	\$93,000.00	\$2,545,789.00
2023	545-500387	I & R Contracts	\$150,819.00	\$0.00	\$150,819.00
2023	570-500928	Family Caregiver	\$418,000.00	\$20,000.00	\$438,000.00
2024	074-500589	Grants for P.A.&R.	\$2,452,789.00	\$220,000.00	\$2,672,789.00
2024	545-500387	I & R Contracts	\$150,819.00	\$0.00	\$150,819.00
2024	570-500928	Family Caregiver	\$418,000.00	\$20,000.00	\$438,000.00
Subtotal			\$12,157,857.02	\$353,000.00	\$12,510,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.&R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.&R.	2023	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.&R.	2024	\$25,000.00	\$0.00	\$25,000.00
	Subtotal		\$100,000.00	\$0.00	\$100,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00

102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>	<b>\$87,585.00</b>	<b>\$0.00</b>	<b>\$87,585.00</b>

**05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
IHHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$175,170.00	\$0.00	\$175,170.00
		<b>Subtotal</b>	<b>\$613,095.00</b>	<b>\$0.00</b>	<b>\$613,095.00</b>

**05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>	<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>

**05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
(100% Federal Funds)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>

**05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$5,000.00	\$55,000.00	\$60,000.00
540-500382	SS Contracts	2024	\$5,000.00	\$205,000.00	\$210,000.00
570-500928	Family Caregiver	2024	\$0.00	\$225,000.00	\$225,000.00
		Subtotal	\$10,000.00	\$485,000.00	\$495,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,296,204.01	\$0.00	\$3,296,204.01
Grand Total SFY23	2023	\$3,226,778.00	\$168,000.00	\$3,394,778.00
Grand Total SFY24	2024	\$3,226,778.00	\$670,000.00	\$3,896,778.00
Total Contract		\$13,019,911.02	\$838,000.00	\$13,857,911.02

Note: "Grants for P.A. & R." = Grants for Public Assistance and Relief



**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Behavioral Health & Developmental Services of Strafford County ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as approved by the Governor on December 30, 2020 and presented to Executive Council as an Informational Item on February 17, 2021, (item #A), and most recently amended with Governor and Council approval on June 1, 2022, (item #20) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$3,930,038.60
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #2, Article 2.8.1.2.2. through Subparagraph 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Trualta for the required criteria to meet the requirement as the education curriculum for the site;

2.8.1.3. The Contractor shall facilitate:

  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Trualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.4. through 2.8.1.4.3. to read:
  - 2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:
    - 2.8.1.4.1 Care Companion (within Trualta);
    - 2.8.1.4.2 Peer support; or

2.8.1.4.3 A peer mentor.

6. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.7. to read:
  - 2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;
7. Add Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.17 through 2.8.1.18 to read:
  - 2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.
  - 2.8.1.18 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.
8. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.19. to read:
  - 2.8.1.19. Reserved
9. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.3 through Article 2.8.3.3.4 to read:
  - 2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:
    - 2.8.3.3.1. A face-to-face meeting with community partners;
    - 2.8.3.3.2. Outreach and education via a booth or exhibit at an event;
    - 2.8.3.3.3. An enrollment event, or
    - 2.8.3.3.4. An interactive web presentation.
10. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:
  - 2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:
    - 2.8.3.4.1. Town offices;
    - 2.8.3.4.2. Housing sites;
    - 2.8.3.4.3. Home health agencies;
    - 2.8.3.4.4. Faith-based Communities and parish nurses;
    - 2.8.3.4.5. Public libraries;
    - 2.8.3.4.6. Fuel assistance agencies;
    - 2.8.3.4.7. Hospital public affairs managers;
    - 2.8.3.4.8. Pharmacies;
    - 2.8.3.4.9. Medical practices and
    - 2.8.3.4.10. Other Community Partners.
11. Modify Exhibit B Scope of Services Amendment #2, Paragraphs 3.5.1., through 3.5.3. to read:
  - 3.5.1. Reserved.
  - 3.5.2. Reserved.
  - 3.5.3. Reserved.
12. Modify Exhibit B Scope of Services Amendment #2; Paragraph 4.2.2. through 4.2.4. to read:
  - 4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance

(I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

13. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.

14. Modify Exhibit C-3 Amendment #2 Budget in its entirety with Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

15. Modify Exhibit C-4 Amendment #2 Budget in its entirety with Exhibit C-4 Amendment #3 Budget, 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

4/4/2023

Date

DocuSigned by:

Melissa Hardy

1323A24040DF495

Name: Melissa Hardy  
Title: Director, Division for Long Term Supports and Services

Behavioral Health & Developmental Services of Strafford County

3/30/2023

Date

DocuSigned by:

Wayne Goss

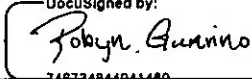
E7708F35E84D47E

Name: wayne GOSS  
Title: President

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

OFFICE OF THE ATTORNEY GENERAL

4/5/2023  
Date

DocuSigned by:  
  
746734844041480  
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:

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <i>Behavioral Health &amp; Developmental Services of Strafford County, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period: <i>7/1/2022-6/30/2023</i> Indirect Cost Rate (If applicable) <i>10.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$513,434.00
2. Fringe Benefits	\$228,535.00
3. Consultants	\$0.00
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0.00
5.(a) Supplies - Educational	\$0.00
5.(b) Supplies - Lab	\$0.00
5.(c) Supplies - Pharmacy	\$0.00
5.(d) Supplies - Medical	\$0.00
5.(e) Supplies Office	\$13,098.50
6. Travel	\$4,000.00
7. Software	\$0.00
8. (a) Other - Marketing/Communications	\$0.00
8. (b) Other - Education and Training	\$1,150.00
8. (c) Other - Other (specify below)	
<i>Other - Telephone</i>	\$19,240.00
<i>Other Occupancy</i>	\$99,000.00
<i>Other Postage</i>	\$3,800.00
<i>Other (please specify)</i>	\$0.00
9. Subrecipient Contracts	\$0.00
<b>Total Direct Costs</b>	<b>\$882,257.50</b>
<b>Total Indirect Costs</b>	<b>\$88,223.50</b>
<b>TOTAL</b>	<b>\$970,481.00</b>

Contractor Initials DS  
WG

Date 3/30/2023



<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <i>Behavioral Health &amp; Developmental Services of Strafford County, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2023-6/30/2024</i> Indirect Cost Rate (if applicable) <i>10.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$573,549.00
2. Fringe Benefits	\$239,021.00
3. Consultants	\$0.00
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0.00
5.(a) Supplies - Educational	\$0.00
5.(b) Supplies - Lab	\$0.00
5.(c) Supplies - Pharmacy	\$0.00
5.(d) Supplies - Medical	\$0.00
5.(e) Supplies Office	\$14,099.00
6. Travel	\$4,000.00
7. Software	\$0.00
8. (a) Other - Marketing/Communications	\$0.00
8. (b) Other - Education and Training	\$8,350.00
8. (c) Other - Other (specify below)	
<i>Other - Telephone</i>	\$19,240.00
<i>Other Occupancy</i>	\$102,850.00
<i>Other Postage</i>	\$3,900.00
<i>Other (Client Covid Supplies)</i>	\$4,500.00
9. Subrecipient Contracts	\$0.00
<b>Total Direct Costs</b>	<b>\$969,509.00</b>
<b>Total Indirect Costs</b>	<b>\$96,572.00</b>
<b>TOTAL</b>	<b>\$1,066,081.00</b>

Contractor Initials DS  
WG

# 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 BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. 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; and the attached is a true copy of the list of documents on file in this office.

Business ID: 62273

Certificate Number: 0006194241



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of April A.D. 2023.

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

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

I, Gary Gletow, Secretary, 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 Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners  
(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 March 30<sup>th</sup>, 2023, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

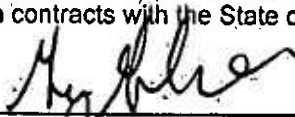
VOTED: That Wayne Goss, President (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners 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 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: 3/30/2023

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Gary Gletow  
Title: Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/22/2022

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

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

<b>PRODUCER</b> FIAU/Cross Insurance 1100 Elm Street Manchester NH 03101		<b>CONTACT NAME:</b> Michele Palmer <b>PHONE (Ac. No. Ext.):</b> (603) 669-3218 <b>FAX (Ac. No.):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> manch.certs@crossagency.com	
<b>INSURED</b> Behavioral Health & Developmental Services of Stafford County Inc. OBA: Community Partners 113 Crosby Road, Ste 1 Dover NH 03820		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hanover Ins Group INSURER B: Granite State Health Care and Human Services Self-I INSURER C: Philadelphia Indemnity Ins Co INSURER D: INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: 22-23 All w/D&O 23-24 WC 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	ADJUTANT (INSO) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Professional Liability		ZDVJ217764-00	11/01/2022	11/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E&O occurrence) \$ 100,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Liability \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		AVWJ207049-00	11/01/2022	11/01/2023	COMBINED SINGLE LIMIT (E&O accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHVJ207869-00	11/01/2022	11/01/2023	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	HCHS20220000545 (3a.) NH	01/01/2023	01/01/2024 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers Liability		PHSD1754200	11/01/2022	11/01/2023	Limit \$5,000,000 Deductible \$35,000

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

Refer to policy for exclusions, endorsements and special provisions.

### 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 
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113 Crosby Road  
Suite 1  
Dover, NH 03820  
(603) 516-9300  
Fax: (603) 743-3244

50 Chestnut Street  
Dover, NH 03820  
(603) 516-9300  
Fax: (603) 743-1850

25 Old Dover Road  
Rochester, NH 03867  
(603) 516-9300  
Fax: (603) 335-9278

A United Way  
Partner Agency



**Mission:** Community Partners connects our clients and their families to the opportunities and possibilities for full participation in their communities.

**Vision:** We serve those who experience emotional distress, mental illnesses, substance use disorders, developmental disabilities, chronic health needs, acquired brain disorder, as well as those who are in need of information and referral to access long-term supports and services.

We strive to be an organization that consistently delivers outstanding services and supports that are person-focused and dedicated to full participation in communities.

We will take leadership roles in educating our community network, families, and the public to reduce stigma and to increase self-determination and personal empowerment.

We are committed to evidence-based and outcome-driven practices.

We will invest in our staff to further professional development and foster an environment of innovation.

**Community Partners**

Behavioral Health & Developmental Services of Strafford County, Inc.



CONSOLIDATED FINANCIAL STATEMENTS

and

SUPPLEMENTARY INFORMATION

June 30, 2022 and 2021

With Independent Auditor's Report







## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Behavioral Health & Developmental Services of Strafford County, Inc.  
d/b/a Community Partners and Subsidiaries

### Opinion

We have audited the accompanying consolidated financial statements of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries (the Organization), which comprise the consolidated statements of financial position as of June 30, 2022 and 2021, and the related consolidated statements of activities, functional revenue and expenses without donor restrictions, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of the Organization as of June 30, 2022 and 2021, and the changes in their net assets and their cash flows for the years then ended in accordance with U.S. generally accepted accounting principles.

### Basis for Opinion

We conducted our audits in accordance with U.S. generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with U.S. generally accepted accounting principles, and for 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.

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

Board of Directors  
Behavioral Health & Developmental Services of Strafford County, Inc.  
d/b/a Community Partners and Subsidiaries  
Page 2

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with U.S. generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

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

Board of Directors  
Behavioral Health & Developmental Services of Strafford County, Inc.  
d/b/a Community Partners and Subsidiaries  
Page 3

### Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating statements of financial position and consolidating statements of activities are presented for purposes of additional analysis, rather than to present the financial position and changes in net assets of the individual entities 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 consolidating information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the consolidating information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Berry Dunn McNeil & Parker, LLC*

Manchester, New Hampshire  
November 3, 2022

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Consolidated Statements of Financial Position**

**June 30, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 9,709,578	\$ 6,897,442
Restricted cash	112,619	112,592
Accounts receivable, net	2,135,448	2,797,374
Grants receivable	591,137	299,756
Prepaid expenses	286,650	460,431
Property and equipment, net	<u>2,512,205</u>	<u>2,492,164</u>
 Total assets	 <u>\$15,347,637</u>	 <u>\$13,059,759</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 2,105,943	\$ 2,055,823
Paycheck Protection Program (PPP) funding	-	3,375,000
Estimated third-party liabilities	1,757,667	1,206,028
Operating lease payable	120,634	98,894
Loan fund	89,656	89,629
Notes payable	<u>459,039</u>	<u>553,729</u>
 Total liabilities	 <u>4,532,939</u>	 <u>7,379,103</u>
<b>Net assets</b>		
Without donor restrictions	10,742,284	5,600,644
With donor restrictions	<u>72,414</u>	<u>80,012</u>
 Total net assets	 <u>10,814,698</u>	 <u>5,680,656</u>
 Total liabilities and net assets	 <u>\$15,347,637</u>	 <u>\$13,059,759</u>

---

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Consolidated Statements of Activities**

**Years Ended June 30, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
Changes in net assets without donor restrictions		
Public support and revenue		
Medicaid revenue	\$38,225,994	\$34,521,525
Medicare revenue	318,134	304,321
Client resources	2,165,275	2,081,203
Contract revenue	3,684,935	3,014,955
Grant income	3,516,082	2,369,938
Interest income	17,435	21,309
Other program revenue	-	44,650
Public support	3,507,647	125,308
Other revenue	<u>113,459</u>	<u>921,198</u>
Total public support and revenue	51,548,961	43,404,407
Net assets released from restrictions	<u>30,932</u>	<u>59,689</u>
Total public support, revenue, and releases	<u>51,579,893</u>	<u>43,464,096</u>
Expenses		
Program services		
Case management	1,197,952	1,107,522
Day programs and community support	4,790,969	4,770,513
Early support services and youth and family	4,786,014	4,555,661
Family support	639,592	646,820
Residential services	17,572,714	14,833,402
Consolidated services	5,270,513	4,621,721
Adult services	3,065,530	2,601,108
Emergency services	856,877	679,164
Other	<u>4,206,251</u>	<u>4,279,398</u>
Total program expenses	42,386,412	38,095,309
Supporting services		
General management	<u>4,051,841</u>	<u>3,786,813</u>
Total expenses	<u>46,438,253</u>	<u>41,882,122</u>
Change in net assets without donor restrictions	<u>5,141,640</u>	<u>1,581,974</u>
Changes in net assets with donor restrictions		
Grants and contributions	23,334	37,953
Net assets released from restrictions	<u>(30,932)</u>	<u>(59,689)</u>
Change in net assets with donor restrictions	<u>(7,598)</u>	<u>(21,736)</u>
Change in net assets	5,134,042	1,560,238
Net assets, beginning of year	<u>5,680,656</u>	<u>4,120,418</u>
Net assets, end of year	<u>\$10,814,698</u>	<u>\$ 5,680,656</u>

The accompanying notes are an integral part of these consolidated financial statements.

## BEHAVIORAL HEALTH &amp; DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

## Consolidated Statement of Functional Revenue and Expenses Without Donor Restrictions

Year Ended June 30, 2022

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
<b>Public support and revenue</b>												
Medicaid revenue	\$ 862,564	\$ 3,706,450	\$ 4,867,194	\$ 326,431	\$ 18,494,871	\$ 5,755,860	\$ 3,526,680	\$ 97,652	\$ 588,492	\$ 38,225,994	\$ -	\$ 38,225,994
Medicare revenue	-	42,089	-	-	-	-	204,109	-	71,938	318,134	-	318,134
Client resources	41,648	48,110	525,533	-	1,218,738	34,328	193,903	1,147	103,870	2,165,275	-	2,165,275
Contract revenue	61,711	406,321	405,242	77,810	63,849	46,470	31,360	611,035	1,841,094	3,544,892	140,243	3,684,935
Grant income	25,124	199,059	183,983	36,863	1,311,457	87,050	161,415	9,584	1,444,528	3,459,061	57,021	3,516,082
Interest income	-	5	-	-	-	-	-	-	-	12	17,423	17,435
Public support	6,543	428	2,904	13,898	2,195	4,173	880	-	131,675	162,492	3,376,087	3,538,579
Other revenue	2,073	12,132	9,151	573	32,024	7,589	35,672	1,109	7,478	107,799	5,661	113,459
<b>Total public support and revenue</b>	<b>999,061</b>	<b>4,412,592</b>	<b>5,994,007</b>	<b>455,173</b>	<b>21,123,134</b>	<b>5,935,270</b>	<b>4,154,019</b>	<b>720,527</b>	<b>4,189,075</b>	<b>47,883,458</b>	<b>3,596,435</b>	<b>51,579,893</b>
<b>Expenses</b>												
Salary and wages	684,451	2,290,839	3,027,009	169,392	1,559,378	1,872,848	2,213,258	372,811	2,296,390	14,465,972	2,822,748	17,088,720
Employee benefits	149,252	601,201	529,744	35,485	336,238	116,874	1,411	53,242	627,878	2,451,323	429,617	2,880,940
Payroll taxes	51,865	195,807	237,544	13,150	121,551	155,454	124,095	29,277	203,053	1,131,796	188,223	1,320,019
Contracted substitute staff	-	50	-	-	-	-	-	-	-	50	-	50
Client treatment services	108,522	623,262	124,688	319,748	5,828,855	2,874,566	194,353	-	36,417	10,108,411	60	10,108,471
Professional fees and consultants	30,190	58,440	233,955	13,758	57,539	16,043	72,822	149,550	159,159	791,426	208,134	999,560
Subcontractors	-	-	-	-	9,298,327	-	-	-	-	9,298,327	-	9,298,327
Staff development and training	4,732	8,122	28,695	168	3,569	901	16,500	8,683	14,243	85,811	65,004	150,815
Rent	-	101,074	104,000	-	38,242	-	74,131	7,287	93,593	418,307	18,541	436,848
Interest	1,327	865	701	211	2,906	340	82	10	13,407	19,849	1,891	21,740
Utilities	8,844	45,702	18,103	1,368	16,168	2,192	20,974	1,575	33,430	148,154	15,840	163,994
Building maintenance and repairs	21,880	93,989	43,876	3,205	32,067	5,230	62,684	2,093	82,496	347,320	34,179	381,499
Other occupancy costs	20,018	105,449	48,369	3,185	22,838	5,133	34,452	4,765	54,531	298,760	30,390	329,150
Offices	15,154	75,074	66,374	3,959	32,803	5,591	40,419	52,082	91,782	383,218	168,634	549,852
Building and housing	1,874	12,278	5,944	385	6,984	504	4,507	428	9,547	42,447	4,377	46,824
Client consumables	-	12,703	2,788	1,549	25,515	33,774	2,159	1,840	35,336	115,664	528	116,192
Medical	2,223	4,432	3,367	358	2,139	583	2,207	738	3,532	19,599	3,732	23,331
Equipment maintenance	30,004	118,039	142,278	6,635	55,828	12,842	90,987	18,864	100,279	573,534	94,312	667,846
Depreciation	19,415	75,004	42,225	4,729	40,572	9,458	9,236	1,881	47,099	249,619	34,502	284,121
Advertising	-	50	50	-	-	479	50	-	100	729	155	884
Printing	-	4	14	-	-	-	33	-	108	159	48	207
Telephone and communications	22,111	71,412	54,807	4,077	16,234	6,228	41,145	6,920	50,245	273,179	57,584	330,763
Postage and shipping	786	3,135	4,457	189	1,625	378	2,867	608	7,268	21,313	2,850	24,163
Transportation	6,839	118,854	15,818	287	29,969	97,369	6,236	140,277	21,802	439,473	18,748	458,219
Assistance to individuals	29,577	82,077	3,738	53,409	16,879	47,876	6,088	478	31,567	271,689	2,197	273,886
Insurance	9,307	87,309	45,948	2,067	28,457	5,735	38,888	5,875	36,320	259,906	48,100	308,006
Membership dues	-	1,297	-	-	-	103	2,813	-	120,023	124,236	3,380	127,616
Other	11	4,683	1,504	2,282	13	14	1,151	13	36,670	48,341	69	48,410
<b>Total expenses</b>	<b>1,197,952</b>	<b>4,790,969</b>	<b>4,786,014</b>	<b>639,592</b>	<b>17,572,714</b>	<b>5,270,513</b>	<b>3,065,530</b>	<b>856,677</b>	<b>4,206,251</b>	<b>42,388,412</b>	<b>4,051,841</b>	<b>46,438,253</b>
<b>Change in net assets without restrictions</b>	<b>\$ (198,291)</b>	<b>\$ (378,377)</b>	<b>\$ 1,207,993</b>	<b>\$ (184,419)</b>	<b>\$ 3,550,420</b>	<b>\$ 664,757</b>	<b>\$ 1,088,489</b>	<b>\$ (136,350)</b>	<b>\$ (17,176)</b>	<b>\$ 5,597,046</b>	<b>\$ (455,406)</b>	<b>\$ 5,141,640</b>

The accompanying notes are an integral part of these consolidated financial statements.

## BEHAVIORAL HEALTH &amp; DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

## Consolidated Statement of Functional Revenue and Expenses Without Donor Restrictions

Year Ended June 30, 2021

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
<b>Public support and revenue</b>												
Medicaid revenue	\$ 958,139	\$ 3,382,580	\$ 4,875,562	\$ 311,181	\$ 15,883,299	\$ 4,805,508	\$ 3,951,142	\$ 68,790	\$ 485,346	\$ 34,521,525	\$ -	\$ 34,521,525
Medicare revenue	-	28,678	471	-	-	-	227,248	-	47,924	304,321	-	304,321
Client resources	37,868	42,000	488,541	2	1,158,381	31,684	171,019	60,333	91,377	2,081,203	-	2,081,203
Contract revenue	70,549	241,763	505,581	78,179	48,803	46,470	10,720	217,618	1,671,051	2,888,734	128,221	3,014,955
Grant income	23,933	290,087	121,507	42,551	60,686	14,955	84,571	5,136	1,683,864	2,317,270	52,668	2,369,938
Interest income	-	4	-	-	-	-	-	-	9	13	-	21,309
Other program revenue	-	34,850	800	-	-	-	-	-	-	35,850	-	9,000
Public support	7,456	2,839	3,444	12,858	723	167	2,204	-	151,673	181,164	3,833	184,997
Other revenue	-	73,580	35,700	150	585,398	77,400	52,950	4,650	27,049	64,321	-	921,198
<b>Total public support and revenue</b>	<b>1,097,943</b>	<b>4,066,361</b>	<b>6,031,806</b>	<b>442,701</b>	<b>17,545,290</b>	<b>4,978,182</b>	<b>4,499,854</b>	<b>356,527</b>	<b>4,156,293</b>	<b>43,164,757</b>	<b>279,339</b>	<b>43,464,096</b>
<b>Expenses</b>												
Salaries and wages	673,124	2,117,099	2,820,168	207,012	1,426,816	1,862,181	1,064,434	243,799	2,229,963	13,464,596	2,498,842	15,963,438
Employee benefits	156,906	550,078	570,994	50,448	332,913	140,243	50,478	46,389	689,640	2,588,089	449,459	3,037,548
Payroll taxes	52,290	180,303	223,454	16,332	111,773	157,380	98,348	10,377	203,168	1,061,425	176,956	1,238,381
Contracted substitute staff	-	1,828	5,138	-	-	-	-	-	-	6,966	-	6,966
Client treatment services	18,503	578,112	109,468	260,328	5,063,469	2,189,673	153,990	-	7,775	8,379,318	-	8,379,318
Professional fees and consultants	32,823	60,588	197,057	9,328	51,829	18,844	54,842	328,823	178,672	932,706	149,939	1,082,645
Subcontractors	-	317,958	-	-	7,511,181	6,919	-	-	-	7,836,058	-	7,836,058
Staff development and training	7,270	14,188	27,178	890	2,883	4,843	10,313	5,337	11,132	83,914	60,512	144,426
Interest	1,681	2,302	968	265	4,077	429	419	16	15,071	25,208	2,392	27,600
Rent	-	99,994	100,086	-	37,299	-	72,381	7,168	113,899	430,627	19,255	449,882
Utilities	8,344	45,497	17,555	1,319	15,323	2,117	20,949	4,584	29,968	145,636	19,929	165,565
Building maintenance and repairs	16,780	77,759	40,075	2,628	31,171	4,292	25,832	1,667	94,301	294,503	30,531	325,034
Other occupancy costs	8,354	67,465	34,901	1,005	10,774	1,612	23,667	-	45,759	211,537	3,285	214,822
Office	15,033	109,309	133,022	3,009	45,032	6,509	44,018	4,878	91,142	451,953	106,382	558,335
Building and housing	3,833	18,607	8,084	649	5,842	1,340	4,896	558	21,883	65,892	9,108	75,000
Client consumables	529	13,537	3,092	4,181	22,325	29,114	2,056	20	52,175	127,009	695	127,704
Medical	69	743	618	13	347	52	740	103	4,573	7,258	311	7,569
Equipment maintenance	28,093	101,380	104,761	5,432	37,252	10,290	63,673	7,202	55,218	413,301	101,352	514,653
Depreciation	19,443	85,842	46,299	4,166	37,267	8,584	13,402	1,558	47,822	264,183	35,224	299,387
Advertising	-	15	48	-	-	-	101	5	23	190	-	796
Printing	-	80	185	-	-	-	497	-	1,228	1,990	-	2,290
Telephone and communications	24,942	54,932	51,532	4,034	12,678	6,336	38,610	4,243	49,301	246,608	63,790	310,398
Postage and shipping	817	4,526	4,135	173	1,540	348	3,344	544	10,232	25,659	2,983	28,642
Transportation	1,039	97,858	4,638	286	42,567	69,068	8,408	50	20,553	244,487	4,125	248,592
Assistance to individuals	32,280	52,269	4,020	73,484	3,332	78,006	2,954	294	34,092	280,691	3,846	284,537
Insurance	9,188	90,097	45,620	1,869	25,492	3,637	38,529	3,535	43,572	261,539	43,416	304,955
Membership dues	51	928	2,567	11	98	22	4,227	33	120,736	128,673	3,575	132,248
Other	70	7,239	-	-	324	-	-	-	107,700	115,333	-	115,333
<b>Total expenses</b>	<b>1,107,522</b>	<b>4,770,513</b>	<b>4,555,661</b>	<b>646,820</b>	<b>14,833,402</b>	<b>4,621,721</b>	<b>2,601,108</b>	<b>679,164</b>	<b>4,279,398</b>	<b>38,095,309</b>	<b>3,786,813</b>	<b>41,882,122</b>
(Decrease) increase in net assets without restrictions	\$ (9,579)	\$ (704,152)	\$ 1,475,945	\$ (204,119)	\$ 2,721,888	\$ 354,461	\$ 1,898,748	\$ (322,637)	\$ (121,105)	\$ 5,069,448	\$ (3,507,474)	\$ 1,581,974

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Consolidated Statements of Cash Flows**

**Years Ended June 30, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities		
Change in net assets	\$ 5,134,042	\$ 1,560,238
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	284,121	299,387
PPP funding	(3,375,000)	-
Forgiveness of note payable	-	(50,000)
Change in operating assets and liabilities		
Accounts receivable, net	661,926	(704,649)
Grants receivable	(291,381)	292,184
Prepaid expenses	173,781	24,836
Accounts payable and accrued expenses	50,120	(786,732)
Estimated third-party liabilities	551,639	174,459
Operating lease payable	21,740	26,664
Loan fund	<u>27</u>	<u>67</u>
Net cash provided by operating activities	<u>3,211,015</u>	<u>836,454</u>
Cash flows from investing activities		
Acquisition of property and equipment	<u>(304,162)</u>	<u>(559,924)</u>
Cash flows from financing activities		
Proceeds from notes payable	58,013	-
Principal payments on notes payable	<u>(152,703)</u>	<u>(180,307)</u>
Net cash used by financing activities	<u>(94,690)</u>	<u>(180,307)</u>
Net increase in cash and restricted cash	2,812,163	96,223
Cash and restricted cash, beginning of year	<u>7,010,034</u>	<u>6,913,811</u>
Cash and restricted cash, end of year	<u>\$ 9,822,197</u>	<u>\$ 7,010,034</u>
Composition of cash and restricted cash, end of year:		
Cash and cash equivalents	\$ 9,709,578	\$ 6,897,442
Restricted cash	<u>112,619</u>	<u>112,592</u>
	<u>\$ 9,822,197</u>	<u>\$ 7,010,034</u>

The accompanying notes are an integral part of these consolidated financial statements.



**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**Nature of Activities**

Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners (Community Partners) is a New Hampshire nonprofit corporation providing a wide range of community-based services (see consolidated statements of functional revenue and expenses without donor restrictions for programs offered) for individuals with developmental disabilities and/or mental illness and their families. Community Partners also supports families with children who have chronic health needs. Community Partners is currently operating as two divisions: Developmental Services and Behavioral Health Services.

Community Partners is the sole shareholder of Lighthouse Management Services, Inc., which was organized to perform accounting and management functions for other not-for-profit entities.

Community Partners is the sole beneficiary of the Community Partners Foundation (the Foundation), which was established exclusively for the benefit and support of Community Partners. To that end, the Foundation receives and accepts gifts and funds.

The Foundation received and disbursed the following funds:

	<u>2022</u>	<u>2021</u>
Funds received	\$ 123,977	\$ 115,694
Funds disbursed	<u>60,857</u>	<u>104,438</u>
	<u>\$ 63,120</u>	<u>\$ 11,256</u>

The Foundation has received and disbursed the following funds since its inception in 2007:

Funds received	\$ 822,515
Funds disbursed	<u>520,995</u>
	<u>\$ 301,520</u>

**1. Summary of Significant Accounting Policies**

**Principles of Consolidation**

The consolidated financial statements include the accounts of Community Partners, Lighthouse Management Services, Inc., and the Foundation (collectively, the Organization). All material intercompany balances and transactions have been eliminated in consolidation.

The Organization prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**Use of Estimates**

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Basis of Presentation**

The consolidated financial statements of the Organization have been prepared in accordance with U.S. GAAP, which require the Organization to report information regarding its consolidated financial position and activities according to the following net asset classifications:

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

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statements of activities.

**Grants and Contributions**

Grants awarded and contributions received in advance of expenditures are reported as public support and revenue with donor restrictions if they are received with stipulations that limit the use of the grants or contributions. When a grant or contribution restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions. The Organization records restricted grants and contributions whose restrictions are met in the same reporting period as public support and revenue without donor restrictions in the year of the gift.

**Income Taxes**

The Organization is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code to operate as a not-for-profit organization.

FASB ASC Topic 740, *Income Taxes*, establishes financial accounting and disclosure requirements for recognition and measurement of tax positions taken or expected to be taken. Management has reviewed the tax provisions for the Organization under FASB ASC Topic 740 and determined it did not have a material impact on the Organization's consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**Cash and Cash Equivalents**

The Organization considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents. The cash equivalents represent money market accounts and repurchase agreements as of June 30, 2022 and 2021.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. It has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk on cash and cash equivalents.

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible accounts after considering each category of receivable individually and estimates an allowance according to the nature of the receivable. Allowances are estimated from historical performance and projected trends. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. Accounts receivable, net amounted to \$2,135,448; \$2,797,374; and \$2,092,725 as of June 30, 2022, 2021 and 2020, respectively.

**Property and Equipment**

Property and equipment are recorded at cost, while donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Expenditures for repairs and maintenance are charged against operations. Renewals and betterments which materially extend the life of the assets are capitalized. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the asset is placed into service. The Organization reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Depreciation is provided on the straight-line method in amounts designed to depreciate the costs of the assets over their estimated lives as follows:

Buildings and improvements	5-39 years
Equipment and furniture	3-7 years
Vehicles	5 years

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**Revenue Recognition**

Medicaid, Medicare and client resources revenue is reported at the estimated net realizable amount that reflects the consideration to which the Organization expects to be entitled in exchange for providing client services. These amounts are due from third-party payors (including health insurers and government programs), and others, and include variable consideration for retroactive revenue adjustments due to settlement of audits, reviews, and investigations. Generally, the Organization bills third-party payors several days after services are provided. Revenue is recognized as performance obligations are satisfied. It is the Organization's expectation that the period between the time the service is provided to a client and the time a third-party payor pays for that service will be one year or less.

Under the Organization's contractual arrangements with the New Hampshire Department of Health and Human Services (DHHS), the Organization provides services to clients for an agreed upon fee. The Organization recognizes revenue for client services in accordance with the provisions of Accounting Standards Update (ASU) No. 2014-09 and related guidance.

Performance obligations are determined based on the nature of the services provided by the Organization. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations are satisfied over time when services are provided. The Organization measures the performance obligation from when the Organization begins to provide services to a client to the point when it is no longer required to provide services to that client, which is generally at the time of DHHS notification to the Organization.

Each performance obligation is separately identifiable from other promises in the contract with the client and DHHS. As the performance obligations are met, revenue is recognized based upon allocated transaction price. The transaction price is allocated to separate performance obligations based upon the relative stand-alone selling price.

Because all of its performance obligations relate to short-term contracts, the Organization has elected to apply the optional exemption provided in FASB ASC Subtopic 606-10-50-14(a), and therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

**Estimated Third-Party Liabilities**

The Organization's estimated third-party liabilities consists of funds received in advance for services to be performed at a later date, amounts due to Medicaid and estimated amounts due to Medicaid from eligibility, certification and other audits, Provider Relief Fund (PRF) administered by the U.S. Department of Health and Human Services (HHS), and certain pass-through funds. Estimated third-party liabilities amounted to \$1,757,667; \$1,206,028; and \$1,031,569 as of June 30, 2022, 2021 and 2020, respectively.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**Functional Allocation of Expenses**

The Organization's expenses are presented on a functional basis (i.e., program activities and support services). The Organization classifies expenses based on the organizational cost centers in which expenses are incurred. The expenses allocated between support functions and program services based on personnel time includes salaries and related benefits and taxes. The expenses allocated between support functions and program services based on space utilized for the related services includes depreciation, insurance and other occupancy costs.

**2. Availability and Liquidity of Financial Assets**

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to optimize its available funds. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and lines of credit as disclosed in Note 5.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing operating activities as well as the conduct of services undertaken to support those operating activities.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources or, where appropriate, borrowings. Refer to the consolidated statements of cash flows, which identifies the sources and uses of the Organization's cash and cash equivalents and the generation of positive cash from operations for fiscal year 2022 and 2021.

The following financial assets are expected to be available within one year of the statement of financial position date to meet general expenditures as of June 30:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents, excluding net assets with donor restrictions	\$ 9,637,164	\$ 6,817,430
Accounts receivable, net	2,135,448	2,797,374
Grants receivable	<u>591,137</u>	<u>299,756</u>
Financial assets available to meet general expenditures within one year	<u>\$12,363,749</u>	<u>\$ 9,914,560</u>

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**3. Restricted Cash**

The Organization serves as a pass-through entity for the Council for Children and Adolescents with Chronic Health Conditions Loan Guaranty Program. This program is operated and administered by a New Hampshire bank. As of June 30, 2022 and 2021, the Organization held cash totaling \$89,656 and \$89,629, respectively, which was restricted for this program. A corresponding amount has been recorded as a liability.

Additionally, the Organization administers the Council for Children and Adolescents with Chronic Health Conditions Program. As of June 30, 2022 and 2021, the Organization held cash totaling \$22,963, which was restricted for this program. A corresponding amount has been recorded as a liability.

**4. Property and Equipment**

Property and equipment consisted of the following:

	<u>2022</u>	<u>2021</u>
Land and buildings	\$ 2,218,893	\$ 2,218,893
Building improvements	2,597,708	2,492,167
Vehicles	985,997	912,500
Equipment and furniture	<u>2,947,629</u>	<u>2,947,629</u>
	8,750,227	8,571,189
Less accumulated depreciation	<u>6,238,022</u>	<u>6,079,025</u>
	<u>\$ 2,512,205</u>	<u>\$ 2,492,164</u>

**5. Lines of Credit**

The Organization has a revolving line of credit agreement with a bank amounting to \$1,500,000, collateralized by a security interest in all business assets. Monthly interest payments on the unpaid principal balance are required at the rate of 1% over the bank's stated index, which was 5.00% at June 30, 2022. The Organization is required to annually observe 30 consecutive days without an outstanding balance. At June 30, 2022 and 2021, there was no outstanding balance on the revolving line of credit.

The Organization has an equipment line of credit agreement with a bank amounting to \$250,000, collateralized by a security interest in equipment obtained by advances on the line. Advances are limited to 80% of the invoice price. Monthly interest payments on the unpaid principal balance are required at the rate of .5% over the Federal Home Loan Bank of Boston (FHLB) five-year index through October 6, 2019, at which time it increased to 1.75% over the FHLB index, which was 5.75% at June 30, 2022. The line of credit has a maturity date of February 28, 2027. At June 30, 2022 and 2021, there was no outstanding balance on the equipment line of credit.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**6. Notes Payable**

Notes payable consisted of the following:

	<u>2022</u>	<u>2021</u>
Note payable to a bank, payable in monthly installments of \$4,029, including interest at 3.92%, through July 2022; collateralized by certain real estate. The note is a participating loan with the New Hampshire Health and Education Facilities Authority (NHHEFA).	\$ 2,248	\$ 49,863
Note payable to NHHEFA, payable in monthly installments of \$3,419, including interest at 1.00%. The note payable was paid off in full in July 2021.	-	3,480
Mortgage note payable to a bank, payable in monthly installments of \$1,580, including interest at 4.12%, through April 2026 with one final payment which shall be the unpaid balance at maturity; collateralized by certain real estate.	65,265	81,167
Note payable to a bank, payable in monthly principal and interest payments totaling \$2,413 through February 2023; the note bears interest at 4.50%; collateralized by all assets.	6,668	35,292
Note payable to a bank, payable in monthly installments totaling \$1,882, including interest at 3.49%, through August 2026; collateralized by all the rights and benefits under the leases attached to the related real estate.	87,146	106,282
Note payable to a bank, payable in monthly installments totaling \$3,162, including interest at 4.85%, through April 2029; collateralized by certain real estate.	220,410	246,907
Note payable to a bank, payable in monthly installments totaling \$789, including interest at 7.69%, through March 2025; collateralized by a certain vehicle.	23,373	30,738
Note payable to a bank, payable in monthly installments totaling \$989, including interest at 6.89%, through November 2027; collateralized by a certain vehicle.	<u>53,929</u>	<u>-</u>
	<u>\$ 459,039</u>	<u>\$ 553,729</u>

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

The scheduled maturities of long-term debt are as follows:

2023	\$ 87,910
2024	83,039
2025	85,079
2026	76,793
2027	59,602
Thereafter	<u>66,616</u>
	<u>\$ 459,039</u>

Cash paid for interest approximates interest expense.

**7. Commitments and Contingencies**

**Operating Leases**

The Organization leases various office facilities and equipment under operating lease agreements. Expiration dates range from July 2023 through March 2033. Total rent expense charged to operations was \$436,853 in 2022 and \$449,882 in 2021.

Future minimum operating lease payments are as follows:

2023	\$ 480,901
2024	434,358
2025	308,117
2026	293,105
2027	296,217
Thereafter	<u>1,625,731</u>
	<u>\$ 3,438,429</u>

**Litigation**

The Organization is involved in litigation from time to time arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Organization's future financial position or results of operations.

**8. Concentrations**

Approximately 74% and 80% of public support and revenue of the Organization was derived from Medicaid for the years ended June 30, 2022 and 2021, respectively. The future existence of the Organization is dependent upon continued support from Medicaid.



**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

Accounts receivable due from Medicaid were as follows:

	<u>2022</u>	<u>2021</u>
Developmental Services	\$ 1,404,357	\$ 2,486,349
Behavioral Health Services	<u>106,926</u>	<u>69,254</u>
	<u>\$ 1,511,283</u>	<u>\$ 2,555,603</u>

In order for the Developmental Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, DHHS, Bureau of Developmental Services, as the provider of services for developmentally disabled individuals for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in September 2022. Management expects the contract to be renewed in 2023 under similar terms.

In order for the Behavioral Health Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, DHHS, Bureau of Behavioral Health, as the community mental health provider for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in August 2026.

**9. Retirement Plan**

The Organization maintains a tax-sheltered annuity plan that is offered to all eligible employees. The plan includes a discretionary employer contribution equal to 3% of each eligible employee's salary. During 2022 and 2021, the Organization made an additional discretionary contribution equal to 1% of each eligible employee's salary. Total costs incurred for the plan during the year ended June 30, 2022 were \$412,193 and during the year ended June 30, 2021 were \$429,191. The total expense for the year ended June 30, 2022 for the Developmental Services division was \$243,650, and for the Behavioral Health Services division was \$168,543. The total expense for the year ended June 30, 2021 for the Developmental Services division was \$255,221, and for the Behavioral Health Services division was \$173,970.

**10. Subsequent Events**

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through November 3, 2022, which is the date that the consolidated financial statements were available to be issued.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

**11. Uncertainty and Relief Funding**

On March 11, 2020, the World Health Organization declared coronavirus disease (COVID-19) a global pandemic. Local, U.S., and world governments encouraged self-isolation to curtail the spread of COVID-19 by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group gatherings. Most sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement. The Coronavirus Preparedness and Response Supplemental Appropriations Act of 2020 and Coronavirus Response and Relief Supplemental Appropriations Act of 2021 provides several relief measures to allow flexibility to providers to deliver critical care. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and additional government actions to mitigate them. Accordingly, while management expects this matter to impact operating results, the related financial impact and duration cannot be reasonably estimated.

The U.S. government has responded with three phases of relief legislation, as a response to the COVID-19 outbreak. The U.S. government has enacted three statutes into law to address the economic impact of the COVID-19 outbreak: the first on March 27, 2020, called the CARES Act; the second on December 27, 2020, called the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and the third on March 11, 2021 called the American Rescue Plan Act (ARPA). The CARES Act, CRRSAA and ARPA, among other things, 1) authorize emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans; 2) provide additional funding for grants and technical assistance; 3) delay due dates for employer payroll taxes and estimated tax payments for organizations; and 4) revise provisions of the Code, including those related to losses, charitable deductions, and business interest. Management has evaluated the impact of these statutes on the Organization, including their potential benefits and limitations that may result from additional funding. Management has evaluated the impact of the CARES Act, CRRSAA and ARPA on the Organization, including its potential benefits and limitations that may result from additional funding.

During 2020, the Organization obtained \$3,375,000 under the CARES Act PPP funding. The PPP funding has specific criteria for eligibility and provides for forgiveness of the funds under the program if the Organization meets certain requirements. Any portion of the funds that are not forgiven are to be repaid within 5 years at a 1% interest rate. During 2022, the Organization received notification of full forgiveness from the Small Business Administration (SBA) and is included in public support in the consolidated statement of activities. The loan forgiveness is subject to audit from the SBA for six years from the date of forgiveness.

The CARES Act also established the Provider Relief Funds (PRF) to support healthcare providers in the battle against the COVID-19 outbreak. The PRF is being administered by HHS. These funds are to be used for qualifying expenses and to cover lost revenue due to COVID-19. The PRF are recognized as income when qualifying expenditures have been incurred, or lost revenues have been identified. During the years ended June 30, 2022 and 2021, the Organization received Phase 4 of PRF in the amount of \$54,950 and Phase 2 of PRF in the amount of \$635,707, respectively.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A  
COMMUNITY PARTNERS AND SUBSIDIARIES**

**Notes to Consolidated Financial Statements**

**June 30, 2022 and 2021**

During the year ended June 30, 2021, management believed the Organization had met the conditions necessary to recognize a portion of Phase 2 PRF included in grant income in the consolidated statement of activities in the amount of \$271,086. The remaining PRF of \$364,621 were included in estimated third-party liability in the consolidated statement of financial position at June 30, 2021. During the year ended June 30, 2022, management believed the Organization had met the conditions necessary to recognize the remaining amount of Phase 2 PRF and the conditions of Phase 4 PRF. As a result, \$419,571 of PRF is included in grant income in the consolidated statement of activities. Management believes the position taken is a reasonable interpretation of the rules currently available. Due to the complexity of the reporting requirements and the continued issuance of clarifying guidance, there is at least a reasonable possibility the amount of income recognized may change by a material amount. Any difference between amounts previously estimated and amounts subsequently determined to be recoverable or payable will be included in income in the year that such amounts become known.

During 2021, the Organization also received and recognized emergency grant funding under the CARES Act passed through the State of New Hampshire in the amount of approximately \$825,200 to help offset incremental costs related to the pandemic. This funding is commonly referred to as long-term care stabilization funds which are included in other revenue in the consolidated statement of activities for the year ended June 30, 2021.

During 2022, the Organization was awarded emergency grant funding under the ARPA and the funds were passed through the State of New Hampshire in the amount of \$2,025,855 for the purpose of recruitment, retention, or training of direct support workers. As of June 30, 2022, management believed the Organization had met the conditions necessary to recognize a portion of the ARPA funds in the amount of \$1,526,018 which is included in grant income in the consolidated statement of activities. The remaining \$499,837 of ARPA funds are included in estimated third-party liability in the consolidated statement of financial position at June 30, 2022. The Organization has until fiscal year 2024 to spend the remaining ARPA funds.

**SUPPLEMENTARY INFORMATION**

## BEHAVIORAL HEALTH &amp; DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

## Consolidating Statements of Financial Position

June 30, 2022 and 2021

	2022					2021						
	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
<b>ASSETS</b>												
Cash and cash equivalents	\$ 6,885,073	\$ 2,621,665	\$ 1,420	\$ 301,520	\$ -	\$ 9,709,578	\$ 5,011,376	\$ 1,646,324	\$ 1,342	\$ 238,400	\$ -	\$ 6,897,442
Restricted cash	112,619	-	-	-	-	112,619	112,592	-	-	-	-	112,592
Accounts receivable, net	1,628,241	2,849,312	61	-	(2,342,166)	2,135,448	2,576,048	1,637,484	63	-	(1,416,221)	2,797,374
Grants receivable	45,834	645,303	-	-	-	691,137	51,958	247,798	-	-	-	299,756
Prepaid expenses	161,433	126,217	-	-	-	286,650	250,113	210,318	-	-	-	460,431
Interest in net assets of subsidiaries	299,692	-	-	-	(299,692)	-	236,500	-	-	-	(236,500)	-
Property and equipment, net	2,149,363	362,842	-	-	-	2,512,205	2,164,294	327,870	-	-	-	2,492,164
<b>Total assets</b>	<b>\$ 11,282,255</b>	<b>\$ 6,404,239</b>	<b>\$ 1,481</b>	<b>\$ 301,520</b>	<b>\$ (2,641,858)</b>	<b>\$ 15,347,637</b>	<b>\$ 10,402,881</b>	<b>\$ 4,069,794</b>	<b>\$ 1,405</b>	<b>\$ 238,400</b>	<b>\$ (1,652,721)</b>	<b>\$ 13,059,759</b>
<b>LIABILITIES AND NET ASSETS (DEFICIT)</b>												
<b>Liabilities</b>												
Accounts payable and accrued expenses	\$ 4,342,617	\$ 102,184	\$ 3,308	\$ -	\$ (2,342,166)	\$ 2,105,943	\$ 3,248,417	\$ 220,322	\$ 3,305	\$ -	\$ (1,416,221)	\$ 2,055,823
PPP funding	-	-	-	-	-	-	3,375,000	-	-	-	-	3,375,000
Estimated third-party liabilities	944,032	813,635	-	-	-	1,757,667	973,551	232,477	-	-	-	1,206,028
Operating lease payable	29,869	90,765	-	-	-	120,634	24,486	74,408	-	-	-	98,894
Loan fund	89,656	-	-	-	-	89,656	89,629	-	-	-	-	89,629
Notes payable	459,039	-	-	-	-	459,039	550,249	3,480	-	-	-	553,729
<b>Total liabilities</b>	<b>5,865,213</b>	<b>1,006,584</b>	<b>3,308</b>	<b>-</b>	<b>(2,342,166)</b>	<b>4,532,939</b>	<b>8,281,332</b>	<b>530,687</b>	<b>3,305</b>	<b>-</b>	<b>(1,416,221)</b>	<b>7,379,103</b>
<b>Net assets (deficit)</b>												
Without donor restrictions	5,417,042	5,397,655	(1,827)	229,106	(299,692)	10,742,284	2,141,549	3,539,107	(1,900)	158,388	(236,500)	5,600,644
With donor restrictions	-	-	-	72,414	-	72,414	-	-	-	80,012	-	80,012
<b>Total net assets (deficit)</b>	<b>5,417,042</b>	<b>5,397,655</b>	<b>(1,827)</b>	<b>301,520</b>	<b>(299,692)</b>	<b>10,814,698</b>	<b>2,141,549</b>	<b>3,539,107</b>	<b>(1,900)</b>	<b>238,400</b>	<b>(236,500)</b>	<b>5,680,656</b>
<b>Total liabilities and net assets (deficit)</b>	<b>\$ 11,282,255</b>	<b>\$ 6,404,239</b>	<b>\$ 1,481</b>	<b>\$ 301,520</b>	<b>\$ (2,641,858)</b>	<b>\$ 15,347,637</b>	<b>\$ 10,402,881</b>	<b>\$ 4,069,794</b>	<b>\$ 1,405</b>	<b>\$ 238,400</b>	<b>\$ (1,652,721)</b>	<b>\$ 13,059,759</b>

## BEHAVIORAL HEALTH &amp; DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

## Consolidating Statements of Activities

Years Ended June 30, 2022 and 2021

	2022					2021						
	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
Changes in net assets (deficit) without donor restrictions												
Public support and revenue												
Medicaid revenue	\$ 30,094,814	\$ 8,131,180	\$ -	\$ -	\$ -	\$ 38,225,994	\$ 26,121,805	\$ 8,399,720	\$ -	\$ -	\$ -	\$ 34,521,525
Medicare revenue	-	318,134	-	-	-	318,134	-	304,321	-	-	-	304,321
Client resources	1,461,359	703,916	-	-	-	2,165,275	1,504,575	576,628	-	-	-	2,081,203
Contract revenue	2,222,052	1,462,883	-	-	-	3,684,935	2,006,387	1,008,568	-	-	-	3,014,955
Grant income	1,830,416	1,685,666	-	-	-	3,516,082	711,348	1,658,590	-	-	-	2,369,938
Interest income	12,241	5,194	-	-	-	17,435	15,435	5,874	-	-	-	21,309
Other program income	-	-	-	-	-	-	44,650	-	-	-	-	44,650
Public support	1,718,248	1,690,756	-	100,643	-	3,507,647	39,799	7,768	-	77,741	-	125,308
Other revenue	93,638	82,940	9,077	-	(72,196)	113,459	631,691	100,583	9,067	-	(20,323)	921,198
Total public support and revenue	37,430,768	14,080,669	9,077	100,643	(72,196)	51,648,961	31,275,890	12,062,032	9,067	77,741	(20,323)	43,404,407
Net assets released from restrictions	-	-	-	30,932	-	30,932	-	-	-	59,689	-	59,689
Total public support, revenues and releases	37,430,768	14,080,669	9,077	131,575	(72,196)	51,579,893	31,275,890	12,062,032	9,067	137,430	(20,323)	43,464,096
Expenses												
Program services												
Case management	1,197,952	-	-	-	-	1,197,952	1,107,522	-	-	-	-	1,107,522
Day programs and community support	3,498,685	1,292,284	-	-	-	4,790,969	3,757,624	1,012,889	-	-	-	4,770,513
Early support services and youth and family	1,749,931	3,036,083	-	-	-	4,786,014	1,847,423	2,708,238	-	-	-	4,555,661
Family support	639,692	-	-	-	-	639,692	646,820	-	-	-	-	646,820
Residential services	17,572,714	-	-	-	-	17,572,714	14,833,402	-	-	-	-	14,833,402
Consolidated services	5,270,513	-	-	-	-	5,270,513	4,621,721	-	-	-	-	4,621,721
Adult services	205,788	2,859,742	-	-	-	3,065,530	187,582	2,413,526	-	-	-	2,601,108
Emergency services	-	856,877	-	-	-	856,877	-	679,164	-	-	-	679,164
Other	1,704,623	2,440,771	9,004	60,857	(9,004)	4,206,251	1,831,667	2,343,093	9,004	104,438	(9,004)	4,279,398
Total program expenses	31,839,798	10,485,757	9,004	60,857	(9,004)	42,386,412	28,833,961	9,156,910	9,004	104,438	(9,004)	38,095,309
Supporting services												
General management	2,316,477	1,736,364	-	-	-	4,051,841	2,124,351	1,662,462	-	-	-	3,786,813
Total expenses	34,155,275	12,222,121	9,004	60,857	(9,004)	46,438,253	30,958,312	10,819,372	9,004	104,438	(9,004)	41,882,122
Change in net assets (deficit) without donor restrictions	3,275,493	1,858,548	73	70,718	(63,192)	5,141,640	317,578	1,242,660	63	32,992	(11,319)	1,581,974
Changes in net assets with donor restrictions												
Grants and contributions	-	-	-	23,334	-	23,334	-	-	-	37,953	-	37,953
Net assets released from restrictions	-	-	-	(30,932)	-	(30,932)	-	-	-	(59,689)	-	(59,689)
Change in net assets with donor restrictions	-	-	-	(7,598)	-	(7,598)	-	-	-	(21,736)	-	(21,736)
Change in net assets (deficit)	3,275,493	1,858,548	73	63,120	(63,192)	5,134,042	317,578	1,242,660	63	11,256	(11,319)	1,560,238
Net assets (deficit), beginning of year	2,141,649	3,539,107	(1,900)	238,400	(236,500)	5,680,656	1,823,971	2,296,447	(1,963)	227,144	(225,181)	4,120,418
Net assets (deficit), end of year	\$ 5,417,042	\$ 5,397,655	\$ (1,827)	\$ 301,520	\$ (299,692)	\$ 10,814,698	\$ 2,141,549	\$ 3,539,107	\$ (1,900)	\$ 238,400	\$ (236,500)	\$ 5,680,656



**Community Partners**  
**BOARD OF DIRECTORS Effective November 2022-2023**

**PRESIDENT**

Wayne Goss (C) (Joined 01/28/14)

**TREASURER**

Anthony Demers (Joined 1/20/15)

**VICE PRESIDENT**

Bryant Hardwick (Joined 02/22/11)

**SECRETARY**

Gary Gletow (Joined 10/23/18)

Ken Muske (Joined 03/05/02)	Ann Landry (Joined 08/23/05)	Kathleen Boisclair (Joined 09/25/12)
Kristine Baber (Joined 4/26/13)	Judge Daniel Cappiello (Joined 03/22/14)	Tracy Hayes (Joined 12/15/15)
Sharon Reynolds (C) (Joined 8/23/16)	Phillip Vancelette (C) (Joined 5/31/17)	Mark Santoski (C) (Joined 9/24/19)
Margaret Wallace(C) (Joined 9/24/19)	Danielle Pomeroy (Joined 12/14/21)	

(C) Consumers

## Christopher D. Kozak

### EXECUTIVE LEADERSHIP

#### Profile

Experienced non-profit executive providing leadership, vision, and direction to support infrastructure change in the rapidly changing environment faced by non-profit agencies. Possesses a comprehensive knowledge of the State of New Hampshire's Department of Health and Human Services operations, initiatives, and processes. Demonstrated commitment to ensuring the provision of exceptional services, support and care for clients and their families. Understands the importance of working with community partners for the betterment of all.

Skilled in identifying and capitalizing on technology to solve business problems. Demonstrate broad-based strengths and accomplishments in:

- Leadership & Accountability
- Staff Development
- Fiscal Responsibility
- Strategic Planning
- Alternative Payment Methods
- Process and Quality Improvement
- Team Building
- Community Relations

#### Professional Experience

##### Community Partners

Dover, NH October 2010 – Present

*A State designated Community Mental Health Program providing services to individuals*

##### *Chief Executive Officer (3/22 – present)*

Senior member of the leadership team with primary responsibility of overseeing the Behavioral Health Services Division.

##### *Accomplishments*

- Successful transition of leadership
- Received a Substance Abuse and Mental Health Service Administration (SAMHSA) grant to provide mental health awareness training over five years (approx. \$500,000)

##### *State & Community Committees*

- Voting member of the New Hampshire Community Behavioral Health Association
- Voting member of Community Support Network, Inc.
- CMHC Representative on the Mental Health & Addiction Services Committee
- Member of the Dover Police Departments Community Engagement Committee

##### *Chief Operating Officer (4/12 – 5/22)*

##### *Director of Quality Improvement (10/10 – 4/12)*

##### *Accomplishments*

- Introduced integrated health services via ProHealth SAMHSA Grant
- Brought on the Rockingham Service Link contract without disruption of service
- Collaboration with the Developmental Services COO for integrated services at Northam House and Bunker Lane
- Secured funding for several projects via Region 6 IDN (i.e., FOCUS App, Integrated care in primary care setting, financial support for licensure supervision, etc.)
- Mental health center lead in the launch of the statewide rapid response/mobile crisis response model

##### *State & Community Committees*

- Member of the Dover Police Departments Community Engagement Committee
- Mobile Crisis Response Steering Committee
- Strafford County Public Health Network Advisory Committee (current member and former Chair)
- Member of the Dover Mental Health Alliance

##### Dynamic Solutions NE, LLC

Portsmouth, NH September 2008 – 2016

*Independent consulting company specializing in revenue enhancement strategies, operational automation and small application development for behavioral health practices and small health plans.*

##### *Consultant*

Founded Dynamic Solutions NE, LLC after spending nearly two decades in leadership positions in the insurance, case management and technology fields.



**Accomplishments**

- Developed proposal for a custom web-based outcome measurement application to be used by 14 psychiatric treatment centers spanning six states.
- Provided expert witness consultation in a case related to software pirating.
- Provide ad hoc consultation to information technology firms relative to healthcare informatics.

**Casenet Inc.**

Bedford, MA August 2006 – July 2008

*A startup software company offering a platform care management solution for commercial insurance carriers as well as Medicaid / Medicare care management programs.*

**Vice President of Product Management**

Key member of the management team with responsibility for developing client specific solutions as well as creating the vision driving overall product direction.

**Accomplishments**

- Visionary behind the base business solution platform for the care management marketplace.
- Developed messaging that was instrumental in landing first commercial payer accounts (>\$9 million).
- Member of the Senior Management Team that successfully secured \$7.5 million of B-round financing.

**Landmark Solutions, LLC (A.K.A. BHN)**

Concord, NH September 1998 – September 2006

*A regional managed behavioral healthcare company, national employee assistance program, and IT consulting group.*

**Vice President of Managed Care Services (7/03 – 8/06)**

**Director of Behavioral Health Services (8/98 – 7/03)**

Complete responsibility for the managed care product including \$3.5 million operating budget, \$18 million clinical capitation, strategic planning, vision, provider contracting, and oversight of five operating departments. Worked closely with IT to develop and implement innovative and efficient processes and systems to support process improvement, operational compliance, reporting and analysis, and workflow integration.

**CNR Health, Inc.**

Milwaukee, WI August 1991 – September 1998

*A national company offering medical, behavioral health, disability, and worker's compensation management services, employee assistance programs, and software development.*

**Director of Case Management**

Directly responsible for the care management business unit including medical and behavioral health utilization management, case management, disability management and workers compensation management.

**Education**

**North Dakota State University, Fargo, ND**  
**Bachelor of Science in Psychology, 5/87**  
Minor: Statistics

**Marquette University, Milwaukee, WI**  
**Master of Science in Clinical Psychology, 8/89**  
Thesis: Self-control deficits in depression: The contingent relationship between expectancies, evaluations and reinforcements.

**References**

Available upon request

## Suzanne Bagdasarian



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### Business Experience

#### **2001 – Present Behavioral Health & Developmental Services of Strafford County, Inc., D/B/A Community Partners of Strafford County, Dover, New Hampshire**

Chief Financial Officer 2019 – Present

Responsible for directing the overall financial and administrative management of this \$35 million agency, including Facilities, and IT.

Controller 2001 – 2018

- Responsible for the fiscal start of a new agency division including policy, procedures, compliance, training, accounting & billing systems, payroll, and reporting.
- Responsible for the conversion of financial software package including AR/AP/GL
- Accomplished “clean” annual external audits.
- Accountable for monthly financial statements in accordance to GAAP.
- Manage a team of 14 billing and accounting personnel with oversight for cash management, accounts payable, billing & collections, payroll and accounts receivable functions.
- Developed the agency budget including reporting functionality for monitoring performance.
- Project Manager for conversion of electronic health record.

#### **1994-2001 Harvard Pilgrim Health Care, Wellesley, MA**

Accounting Director - 2000-2001

- Responsible for all internal and external financial functions including general accounting, financial analysis, system operations, and reporting for Hospitals and Physicians.
- Reorganized and redesigned department staff functions, improved quality of provider financial reporting and reduced monthly financial close and reporting time by 30%.
- Responsible for the quality and integrity of medical expense data representing 85% of the company's expenses.

Budget Manager – 1999- 2000

- Developed and prepared \$1.7 billion medical care and \$65 million Network Management administrative budget in collaboration with department Directors and Vice Presidents.
- Prepared scenario analysis, year-end, and multi-year financial projections and established cost allocations for administrative budget.

Supervisor NNE- Financial & Utilization Analysis Department – 1997-1999

- Established and supervised a new department responsible for financial and utilization analysis for Hospitals and Physicians located in Maine and New Hampshire.
- Created financial models and scenario analysis supporting contract negotiations with Hospitals and Physicians.

Suzanne Bagdasarian

Page 2

Financial & Utilization Analyst- 1994 – 1997

- Monitored medical expenses and utilization patterns identifying cost saving opportunities.
- Produced, analyzed, and presented financial and utilization data to Senior Management and external Hospitals and Physicians.

**1993 – 1994 Federal Deposit Insurance Corporation, Franklin MA**

Staff Accountant

- Responsible for daily and monthly account receivable posting and reconciliation.
- Performed internal audits of field offices and external bank audits.

**Education**

M.B.A., Economics, 1999, Bentley College, Waltham MA

B.S., Accounting & Business Management, 1991, Rivier College, Nashua, NH

## **Tammy Smith**

[REDACTED]

Objective: To obtain a full time position.

### **Experience:**

#### **Life Coach**

4/2010 - present

##### *LifeShare Dover, NH*

- Provide day program services to adults with disabilities.
- Mandt Certified
- Responsible for writing activity schedules.

(additional job responsibilities:6/25/2012-7/31/2012 Temporary Program Manager

As well as 8/1/2012-9/7/2012 Temporary Associate Director.)

#### **Homemaker**

1/2009 - 4/2010

##### *Area Homecare Portsmouth, NH*

- Provided support to elderly and or disabled people in their homes.
- Conducted safety Assessments.
- Wrote daily contact notes, highlighted areas of concern.

#### **Case Manager**

3/1999- 9/2002

##### *Strafford Guidance Center - Rochester, NH*

- Managed a case load of 30 plus individuals with chronic mental illness.
- Provided supportive counselling and crisis intervention.
- Wrote treatment plans based on clients goals.

#### **Sales Clerk**

2/03-11/10

##### *Liar's Paradise-Nottingham, NH*

#### **Skills Instructor / Paraprofessional**

1/97 - 3/99

*Easter Seals - Portsmouth, NH and Epping NH*

- Supported students through a school to work program.
- Provided day program services to adults with disabilities.
- Facilitated group activities to increase peer socialization.

**Education**

*UNH Durham, NH*

1994 - 1996

Bachelors Degree in Social Work

Transferred to UNH with an Associate Degree in Human Services.

**References:**

Alden Gregory

-Former supervisor at Lifeshare.

Phone: 802-282-9928

Jaylon Curry

-Former Supervisor at Lifeshare.

Phone: 802-578-3174

Steve Ballou

-Former supervisor at Strafford Guidance Center.

Phone: 603-315-5182

## KEY ADMINISTRATIVE PERSONNEL

### NH Department of Health and Human Services

**Vendor Name:** Behavioral Health & Developmental Services of Strafford County, Inc.  
d/b/a Community Partners

**Name of Program/Service:** ServiceLink Aging & Disability Resource Center Services

BUDGET PERIOD:	7/1/22 - 6/30/24		
Name & Title Key Administrative Personnel	Annual Salary of Key Administrative Personnel	Percentage of Salary Paid by Contract	Total Salary Amount Paid by Contract
Kozak, Christopher, Executive Director	\$180,000	0.00%	\$0.00
Bagdasarian, Suzanne, C.F.O.	\$140,595	0.00%	\$0.00
Smith, Tammy, Resource Center Program Director	\$85,490	50.00%	\$42,745.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$42,745.00</b>

Key Administrative Personnel are top-level agency leadership (Executive Director, CEO, CFO, etc.). These personnel **MUST** be listed, **even if no salary is paid from the contract**. Provide their name, title, annual salary and percentage of annual salary paid from the agreement.

MAY 17 '22 PM 3:25 RCVD

GAC  
20



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Shiblette  
Commissioner

Melissa A. Hardy  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-3034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 6, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,476.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Frankestown,	\$834,693.24	\$821,626	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)

		Greenfield, Greenville, Hancock,  Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$849,130.58	\$645,746	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Francesstown, Greenfield,, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,436,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,508,928.02</b>	<b>\$6,612,983</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**See attached fiscal details.**



### EXPLANATION

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) 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) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 90MPO176-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Note: "Grants for P.A.&R." - Grants for Public Assistance and Relief

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$441,715.44	\$440,756.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
		Subtotal	\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

**ServiceLink Aging and Disability Resource Center Services**

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		<b>Subtotal</b>	<b>\$824,865.24</b>	<b>\$821,626.00</b>	<b>\$1,646,491.24</b>

**Crafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
		<b>Subtotal</b>	<b>\$646,585.58</b>	<b>\$645,746.00</b>	<b>\$1,292,331.58</b>

**Lakes Region Partnership for Public Health (Vendor # 165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
		<b>Subtotal</b>	<b>\$880,969.94</b>	<b>\$879,650.00</b>	<b>\$1,760,619.94</b>

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
		<b>Subtotal</b>	<b>\$1,137,286.42</b>	<b>\$1,195,393.00</b>	<b>\$2,332,679.42</b>

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00

**ServiceLink Aging and Disability Resource Center Services**

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$376,733.60	\$376,374.00	\$753,107.60

<b>Total 9565</b>	<b>\$6,055,214.02</b>	<b>\$6,102,643.00</b>	<b>\$12,157,857.02</b>
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**05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)**

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

<b>Total 3317</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$100,000.00</b>
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**05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

<b>Total 8920</b>	<b>\$87,585.00</b>	<b>\$0.00</b>	<b>\$87,585.00</b>
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**05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

<b>Total 2164</b>	<b>\$262,755.00</b>	<b>\$350,340.00</b>	<b>\$613,095.00</b>
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**05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00

ServiceLink Aglog and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>			<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHIS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>			<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHIS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$0.00	\$0.00

<b>Total 2638</b>			<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$332,937.82	\$0.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	2023	\$0.00	\$327,616.00	\$327,616.00
	2024	\$0.00	\$327,616.00	\$327,616.00
	Subtotal	\$660,553.64	\$655,232.00	\$1,315,785.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$224,246.72	\$0.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	2023	\$0.00	\$220,378.00	\$220,378.00
	2024	\$0.00	\$220,378.00	\$220,378.00
	Subtotal	\$444,624.44	\$440,756.00	\$885,380.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$554,579.03	\$0.00	\$554,579.03
	2022	\$543,933.03	\$0.00	\$543,933.03
	2023	\$0.00	\$543,933.00	\$543,933.00
	2024	\$0.00	\$543,933.00	\$543,933.00
	Subtotal	\$1,098,512.16	\$1,087,866.00	\$2,186,378.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$423,880.62	\$0.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	2023	\$0.00	\$410,813.00	\$410,813.00
	2024	\$0.00	\$410,813.00	\$410,813.00
	Subtotal	\$834,693.24	\$821,626.00	\$1,656,319.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$326,257.79	\$0.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	2023	\$0.00	\$322,873.00	\$322,873.00
	2024	\$0.00	\$322,873.00	\$322,873.00
	Subtotal	\$649,130.58	\$645,746.00	\$1,294,876.58

Lakes Region Partnership for Public Health (Vendor # 165635)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$445,142.97	\$0.00	\$445,142.97
	2022	\$454,824.97	\$0.00	\$454,824.97
	2023	\$0.00	\$444,825.00	\$444,825.00
	2024	\$0.00	\$444,825.00	\$444,825.00
	Subtotal	\$899,967.94	\$889,650.00	\$1,789,617.94

Alonadnock Collaborative (Vendor # 159303)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$573,301.21	\$0.00	\$573,301.21
	2022	\$567,983.21	\$59,427.00	\$627,410.21
	2023	\$0.00	\$567,983.00	\$567,983.00
	2024	\$0.00	\$567,983.00	\$567,983.00
	Subtotal	\$1,141,284.42	\$1,195,393.00	\$2,336,677.42

ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$50,000.00	\$50,000.00	\$100,000.00

ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DLTS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROC, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROC, ARP TITLE III GRANTS  
(85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Behavioral Health & Developmental Services of Strafford County, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A, Revisions to Standard Contract Provisions, Subsection 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$3,772,438.60
3. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services in order to correct various scrivener's errors and align scope with necessary services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III E (CFDA #93.052), FAIN: 21AANHT3FC.
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID.
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03.
      - 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04.

Behavioral Health & Developmental Services of Strafford County, Inc.

Contractor Initials



A-S-1.2

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Date 5/6/2022

- 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00.
- 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10.
- 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III.
- 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B.

1.2 42.77% General funds.

5. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #2, Budget.

6. Modify Exhibit C, Payment Terms, Section 4, to read:

- 4. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:

- 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
- 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
- 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.

7. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:

- 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:

- 8. Add Exhibit C-3 Amendment #2 Budget, which is attached hereto and incorporated by reference herein.
- 9. Add Exhibit C-4 Amendment #2 Budget, 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

5/6/2022  
\_\_\_\_\_  
Date

DocuSigned by:  
*Melissa Hardy*  
\_\_\_\_\_  
Name: ~~Melissa Hardy~~  
Title: Director, DLTSS

Behavioral Health & Developmental Services of Strafford  
County, Inc.

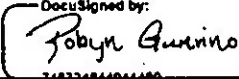
5/6/2022  
\_\_\_\_\_  
Date

DocuSigned by:  
*Wayne Goss*  
\_\_\_\_\_  
Name: ~~Wayne Goss~~  
Title: President

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

OFFICE OF THE ATTORNEY GENERAL

5/9/2022  
Date

DocuSigned by:  
  
74873484404480  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Strafford County and Rockingham County.
- 1.5. The Contractor shall provide Medicaid Eligibility Coordinator services statewide.
- 1.6. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.6.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.6.2. Promote awareness of the various options available to people in their community.
  - 1.6.3. Refer individuals to needed services.
  - 1.6.4. Provide person-centered one-on-one assistance and decision support to individuals.
  - 1.6.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.

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- 1.6.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.
- 1.6.7. Serve all adults regardless of physical, intellectual or developmental disability or mental illness.
- 1.6.8. Provide information regarding community-based long-term supports and services.
- 1.6.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

- 2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:
  - 2.1.1.1. Operate as an independent program.
  - 2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.
  - 2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.
  - 2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.
- 2.1.2. The Contractor shall occupy an independent office space that, at a minimum:
  - 2.1.2.1. Is an easily accessible area and location.
  - 2.1.2.2. Meets all applicable state and local building rules and ordinances.
  - 2.1.2.3. Has sufficient space that includes, but is not limited to:
    - 2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.
    - 2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.
  - 2.1.2.4. Has barrier-free/handicap access.

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- 2.1.2.5. Has appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:
  - 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.
  - 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.

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- 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.
- 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include, but are not limited to:
  - 2.1.4.3.1. State or regional hospitals.
  - 2.1.4.3.2. Senior centers.
  - 2.1.4.3.3. Physician practices.
  - 2.1.4.3.4. Home health agencies.
  - 2.1.4.3.5. Community mental health centers.
  - 2.1.4.3.6. Municipal health and welfare providers.
  - 2.1.4.3.7. Brain Injury Associations.
  - 2.1.4.3.8. Centers for Independent Living.
  - 2.1.4.3.9. Department of Military Affairs and Veteran Services.
  - 2.1.4.3.10. Adult Protective Services.
  - 2.1.4.3.11. Information and referral/2-1-1 programs.
  - 2.1.4.3.12. Regional Public Health Networks.
  - 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.

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2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contractor shall:

- 2.2.2.1. Utilize the Department's approved survey tool;
- 2.2.2.2. Distribute the survey to consumers as directed by the Department;
- 2.2.2.3. Collect completed surveys, as applicable; and
- 2.2.2.4. Enter each completed survey into an online database as directed by the Department.

**2.3. Outreach and Education**

2.3.1 The Contractor shall deliver outreach and education services to promote ServiceLink services.

2.3.2 The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.

2.3.3 The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.

2.3.4 The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:

- 2.3.4.1 Faith Based Communities and/or Parish Nurses.
- 2.3.4.2 The Social Security Administration.
- 2.3.4.3 Low income housing sites.
- 2.3.4.4 Senior Centers.

2.3.5 The Contractor shall implement the Department-approved outreach and marketing plan which includes, but is not limited to:

2.3.5.1 A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.

2.3.5.2 Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers,

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advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.

2.3.5.3 Strategies to assess the effectiveness of outreach and marketing activities.

2.3.5.4 Feedback loops to monitor and modify outreach and marketing activities as needed.

**2.4 Training**

2.4.1 The Contractor shall ensure all staff, including but not limited to the site manager, receive training within one (1) year of hire, that includes, but is not limited to:

2.4.1.1 Outreach and education trainings.

2.4.1.2 Person-Centered Options Counseling training.

2.4.1.3 Safeguarding the confidentiality of all clients, as required by state and federal laws.

2.4.1.4 Alliance of Information and Referral Standards (AIRS) Certification training.

2.4.1.5 SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.

2.4.1.6 SMP Foundations training.

**2.5 Information & Referral/Assistance Plan and Person-Centered Options Counseling**

2.5.1 The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:

2.5.1.1 A description of all systematic processes to ensure consistent delivery of services.

2.5.1.2 All services and resources available to the population of the geographic region.

2.5.2 The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.

2.5.3 The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.

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- 2.5.4 The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).
- 2.5.5 The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.
- 2.5.6 The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.
- 2.5.7 The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.
- 2.6 Specialized Care Transition Counseling and Support Services
  - 2.6.1 The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but not limited to nursing homes, rehabilitation facilities, and transitional housing settings.
  - 2.6.2 The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.
  - 2.6.3 The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:
    - 2.6.3.1 Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.
    - 2.6.3.2 Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:
      - 2.6.3.2.1 Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;
      - 2.6.3.2.2 Establish a process for identifying individuals and caregivers in need of transition support services;

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- 2.6.3.2.3 . . . Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, and coordination;
- 2.6.3.2.4 Perform consultation services for hospital staff regarding available LTSS in the community;
- 2.6.3.2.5 Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations;
- 2.6.3.3 Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.
- 2.6.3.4 Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:
  - 2.6.3.4.1 Facilitating the coordination of services and supports needed for transition; and
  - 2.6.3.4.2 Providing individuals with a safe and secure setting.
- 2.6.3.5 Assisting in the prevention of hospital readmission.
- 2.6.4 The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1 Hospital and nursing home discharge planning meetings.
  - 2.6.4.2 Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3 Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4 Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5 Developing transition plans for clients and assisting individuals with finding and accessing home WE and

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community-based services according to the transition plan:

- 2.7 Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1 The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2 The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:
    - 2.7.2.1 Assisting individuals with determining appropriate payment and delivery of services.
    - 2.7.2.2 Providing individuals with financial assessment, as applicable.
    - 2.7.2.3 Assisting clients with accessing community-based LTSS programs.
    - 2.7.2.4 Developing processes for accessing public LTSS programs.
    - 2.7.2.5 Ensuring eligibility documents are completed and submitted to the Department.
    - 2.7.2.6 Collaborating with the Department to assess and determine client eligibility.
    - 2.7.2.7 Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
    - 2.7.2.8 Ensuring staff have access to and training on systems necessary to determine eligibility for services.
    - 2.7.2.9 Providing additional Person-Centered Options Counseling to individuals determined ineligible for LTSS, as appropriate.
    - 2.7.2.10 Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
    - 2.7.2.11 Complying with Department policies and procedures regarding the Medicaid eligibility determination process.
  - 2.7.3 The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to

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determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.

**2.8 Specialty Program Services**

**2.8.1 Family Caregiver Support Program Services**

2.8.1.1 The Contractor shall ensure staff maintain knowledge of current community resources.

2.8.1.2 The Contractor shall ensure :

2.8.1.2.1 A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or

2.8.1.2.2 A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.

2.8.1.3 The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis.

2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed.

2.8.1.5 The Contractor shall collaborate with other caregiver support service agencies within the geographic area.

2.8.1.6 The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.

2.8.1.7 The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.

2.8.1.8 The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.

2.8.1.9 The Contractor shall participate in an annual program review, as determined by the Department.

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- 2.8.1.10 The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
- 2.8.1.11 The Contractor shall provide referrals and assistance with access to appropriate community resources.
- 2.8.1.12 The Contractor shall provide a minimum of bimonthly contact with the caregivers they support.
- 2.8.1.13 The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program are:
  - 2.8.1.13.1 Trained by a BEAS Designee; and
  - 2.8.1.13.2 Monitored for progress within Program, including, but not limited to, remaining current on all Family Caregiver Support Program services, policies and procedures.
- 2.8.1.14 The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
- 2.8.1.15 The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
- 2.8.1.16 The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.
- 2.8.2 State Health Insurance Program (SHIP) Assistance
  - 2.8.2.1 The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.
  - 2.8.2.2 The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.
  - 2.8.2.3 The Contractor shall provide personalized counseling services.
  - 2.8.2.4 The Contractor shall provide targeted community outreach in order to:
    - 2.8.2.4.1 Increase consumer understanding of Medicare program benefits.



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- 2.8.2.4.2 Raise awareness of the opportunities for assistance with benefit and plan selection.
- 2.8.2.5 The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:
  - 2.8.2.5.1 Assisting individuals with enrolling in appropriate benefit plans.
  - 2.8.2.5.2 Providing continued enrollment assistance in Medicare prescription drug coverage.
- 2.8.2.6 The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.
- 2.8.2.7 The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).
- 2.8.3 Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services
  - 2.8.3.1 The Contractor shall educate the public on topics that include, but are not limited to:
    - 2.8.3.1.1 Part D prescription drugs in rural areas;
    - 2.8.3.1.2 Medicare preventative services; and
    - 2.8.3.1.3 Medicare cost savings, including low income subsidy and Medicare savings program.
  - 2.8.3.2 The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.
  - 2.8.3.3 The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month, which includes, but is not limited to:

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- 2.8.3.3.1 Mailing introductory letters regarding the program to agencies which may include, but are not limited to:
  - 2.8.3.3.1.1 Town offices.
  - 2.8.3.3.1.2 Housing sites.
  - 2.8.3.3.1.3 Home health agencies.
  - 2.8.3.3.1.4 Faith-based Communities and parish nurses.
  - 2.8.3.3.1.5 Public libraries.
  - 2.8.3.3.1.6 Fuel assistance agencies.
  - 2.8.3.3.1.7 Hospital public affairs managers.
  - 2.8.3.3.1.8 Pharmacies.
  - 2.8.3.3.1.9 Medical practices.
  - 2.8.3.3.1.10 Other community partners.
- 2.8.3.3.2 Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served.
- 2.8.3.3.3 Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication;.
- 2.8.3.3.4 Purchasing media in the local area.
- 2.8.3.4 The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).
- 2.8.4 Senior Medicare Patrol (SMP) Services
  - 2.8.4.1 The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals receiving Medicare.
  - 2.8.4.2 The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines; web-based

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strategies through local and statewide media channels; and education outreach planning.

2.8.4.3 The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.

2.8.4.4 The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.

2.8.4.5 The Contractor shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).

2.8.4.6 The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services through expanded partnerships and a network of trained volunteers.

2.8.4.7 The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.

2.8.4.8 The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information; detect payment errors; and report questionable Medicare billing situations.

2.8.5 Veteran Directed Care (VDC)

2.8.5.1 The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.

2.8.5.2 The Contractor shall collaborate with and accept referrals from:

2.8.5.2.1 The White River Junction Veterans Affairs Medical Center.

2.8.5.2.2 The Manchester Veterans Affairs Medical Center.

2.8.5.3 The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means

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- of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
- 2.8.5.4 The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
- 2.8.5.5 The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
- 2.8.5.6 The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying a backup plans of support.
- 2.8.5.7 The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
- 2.8.5.8 The Contractor shall monitor veterans' budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.
- 2.8.5.9 The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.
- 2.8.5.10 The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.
- 2.8.5.11 The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and its policies and processes, which includes, but is not limited to:
- 2.8.5.11.1 Monthly VDC calls.
  - 2.8.5.11.2 VDC sponsored trainings.
  - 2.8.5.11.3 VDC sponsored webinars.
- 2.8.5.12 The Contractor shall participate in VAMC quarterly program meetings.
- 2.8.5.13 The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

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**EXHIBIT B Amendment #2**

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**2.8.6 Bureau of Housing Services Assessments**

2.8.6.1 The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**2.9 Medicaid Eligibility Coordinator Services**

2.9.1 The Contractor shall ensure Medicaid Eligibility Coordinators provide guidance and support to individuals who are potentially eligible for Medicaid-funded Long Term Community-Based Supports and Services (LTCSS). The Contractor shall:

2.9.1.1 Initiate the application process in compliance with LTCSS operating procedures.

2.9.1.2 Contact individuals who are potentially eligible for services to:

2.9.1.2.1 Obtain eligibility determination information.

2.9.1.2.2 Coordinate the completion of the financial, medical and functional assessments using a person-centered approach.

2.9.1.3 Communicate directly with individuals, family members, and other supportive people to initiate involvement with community-based agencies and to assist with the Medicaid eligibility process.

2.9.1.4 Conduct weekly monitoring of the New HEIGHTS database to ensure:

2.9.1.4.1 Cases are updated;

2.9.1.4.2 Authorized Representatives for individuals are identified; and

2.9.1.4.3 Department notices are being sent to the person(s) indicated.

2.9.1.5 Provide consultation, technical and problem-solving assistance to individuals in the completion of Medicaid applications.

2.9.1.6 Coordinate the collection of necessary functional, medical and financial documentation required for eligibility determination.

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- 2.9.1.7 Coordinate the scheduling of medical, financial, or assessment-related appointments for the purpose of eligibility determination.
- 2.9.1.8 Following up with individuals to provide appointment reminders.
- 2.9.2 The Contractor shall ensure Medicaid Eligibility Coordinators participate in monthly evaluation meetings to comment and share observations regarding the No Wrong Door System and its partners, and to identify global policy change.
- 2.9.3 The Contractor shall ensure each Medicaid Eligibility Coordinator maintains contact with the Department's Bureau of Family Assistance, as instructed by the Department.
- 2.9.4 The Contractor shall maintain a record of each individual to which they provide support and of each individual in need of follow-up contact and support.
- 2.9.5 The Contractor shall conduct follow-up appointment reminders with 100% of individuals scheduled for appointments.

**3 Performance Measures and Reporting Requirements**

- 3.3 The Contractor shall report on data collected in the Refer/Navigate system to the Department in a Department approved format, as requested.
- 3.4 The Contractor shall provide quarterly narrative reports regarding community partnerships and outreach as outlined by the Department.
- 3.5 The Contractor shall maintain a record of completed staff training and education, including Medicare training, to be made available to the Department upon request.
- 3.6 The Contractor shall maintain full compliance with requirements of the annual report from the Administration on Aging and agrees to enter all needed data in the database accurately and timely.
- 3.7 The Contractor shall develop and implement a tracking system, to be approved by the Department, and assemble required data for the NH Family Caregiver Support Program into a quarterly report, to be delivered to the Department, which must include, but is not limited to:
  - 3.7.1 A customized report on number of staff trained in Powerful Tools for Caregivers curriculum or other evidenced-based curriculum for caregivers.
  - 3.7.2 Number of Powerful Tools for Caregivers or other evidenced-based training session for caregivers coordinated and/or conducted annually.

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- 3.7.3 Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.
- 3.7.4 Expenditures and expenses for outreach activities.
- 3.7.5 Average annual income of caregivers including, but not limited to, those who:
  - 3.7.5.1 Receive grants;
  - 3.7.5.2 Receive training;
  - 3.7.5.3 Receive I & R supports;
  - 3.7.5.4 Receive counseling; or
  - 3.7.5.5 Participate in support groups.
- 3.8 The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
  - 3.8.1 Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.8.2 Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.8.3 Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.8.4 Enrollment Contacts – Percentage of unduplicated enrollment contacts with one or more qualifying enrollment topics discussed per total Medicare beneficiaries in the State.
- 3.9 The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
  - 3.9.1 Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.9.2 Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.9.3 The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.

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**New Hampshire Department of Health and Human Services  
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**EXHIBIT B Amendment #2**

- 3.10 The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.
- 3.11 The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.

**4 Staffing**

- 4.3 The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
- 4.4 The Contractor shall provide staff as follows:
  - 4.4.1 One (1) full-time equivalent (FTE) Program Manager.
  - 4.4.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.
  - 4.4.3 Staff for the NH Family Caregiver Program at no less than 1.25 full-time equivalent (FTE) for Rockingham County and .5 FTE for Strafford County.
  - 4.4.4 Staff for the SHIP, SMP, and MIPPA services at no less than 2.25 FTE for Rockingham County and .75 FTE for Strafford County.
  - 4.4.5 A minimum of two (2) FTE Medicaid Eligibility Coordinators to assist the Department with providing streamlined eligibility for LTSS.
- 4.5 Criminal Background Check and BEAS State Registry Checks
  - 4.5.1 The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:
    - 4.5.1.1 A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.
    - 4.5.1.2 A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.
    - 4.5.1.3 A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).

**New Hampshire Department of Health and Human Services  
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4.5.2 The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS State Registry check must be provided to the Department upon request by the Department.

**5 Exhibits Incorporated**

5.3 The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

5.4 The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.

5.5 The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6 Additional Terms**

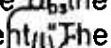
6.3 Impacts Resulting from Court Orders or Legislative Changes

6.3.1 The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

6.4 Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

6.4.1 The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

6.5 Credits and Copyright Ownership

6.5.1 All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement: *of, the*  The



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preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.”

6.5.2 All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.

6.5.3 The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 6.5.3.1 Brochures.
- 6.5.3.2 Resource directories.
- 6.5.3.3 Protocols or guidelines.
- 6.5.3.4 Posters.
- 6.5.3.5 Reports.

6.5.4 The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.

**6.6 Operation of Facilities: Compliance with Laws and Regulations**

6.6.1 In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

**6.7 Eligibility Determinations**

6.7.1 If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

- 6.7.2 Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
- 6.7.3 In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
- 6.7.4 The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**7 Records**

- 7.3 The Contractor shall keep records that include, but are not limited to:
  - 7.3.1 Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 7.3.2 All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 7.3.3 Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

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**New Hampshire Department of Health and Human Services  
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**7.3.4 Medical records on each patient/recipient of services.**

- 7.4 During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Behavioral Health &amp; Developmental Services of Strafford County, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2022-6/30/2023</i> Indirect Cost Rate (if applicable) <i>10.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$496,410.00
2. Fringe Benefits	\$223,384.50
3. Consultants	\$0.00
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0.00
5.(a) Supplies - Educational	\$0.00
5.(b) Supplies - Lab	\$0.00
5.(c) Supplies - Pharmacy	\$0.00
5.(d) Supplies - Medical	\$0.00
5.(e) Supplies Office	\$9,098.50
6. Travel	\$4,000.00
7. Software	\$0.00
8. (a) Other - Marketing/Communications	\$0.00
8. (b) Other - Education and Training	\$1,150.00
8. (c) Other - Other (specify below)	
<i>Other - Telephone</i>	\$19,240.00
<i>Other Occupancy</i>	\$97,000.00
<i>Other Postage</i>	\$3,800.00
<i>Other (please specify)</i>	\$0.00
9. Subrecipient Contracts	\$0.00
<b>Total Direct Costs</b>	<b>\$854,083.00</b>
<b>Total Indirect Costs</b>	<b>\$85,398.00</b>
<b>TOTAL</b>	<b>\$939,481.00</b>

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Contractor Initials

Date 5/6/2022

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <i>Behavioral Health &amp; Developmental Services of Strafford County, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2023-6/30/2024</i> Indirect Cost Rate (if applicable) <i>10.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$496,410.00
2. Fringe Benefits	\$223,384.50
3. Consultants	\$0.00
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5.(a) Supplies - Educational	\$0.00
5.(b) Supplies - Lab	\$0.00
5.(c) Supplies - Pharmacy	\$0.00
5.(d) Supplies - Medical	\$0.00
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6. Travel	\$4,000.00
7. Software	\$0.00
8. (a) Other - Marketing/Communications	\$0.00
8. (b) Other - Education and Training	\$1,150.00
8. (c) Other - Other (specify below)	
<i>Other - Telephone</i>	\$19,240.00
<i>Other Occupancy</i>	\$97,000.00
<i>Other Postage</i>	\$3,800.00
<i>Other (please specify)</i>	\$0.00
9. Subrecipient Contracts	\$0.00
<b>Total Direct Costs</b>	<b>\$854,083.00</b>
<b>Total Indirect Costs</b>	<b>\$85,398.00</b>
<b>TOTAL</b>	<b>\$939,481.00</b>

  
 Contractor Initials

Date 5/6/2022

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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Lori A. Shlbinette  
 Commissioner

Deborah D. Scheetz  
 Director

105 PLEASANT STREET, CONCORD, NH 03301  
 603-271-5034 1-800-851-3345 Ext. 5034  
 Fax: 603-271-5166 TDD Access: 1-800-735-1964  
 www.dhhs.nh.gov

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into Retroactive amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Franconstown.	\$821,625.24	\$13,068.00	\$834,693.24

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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		Total:	\$6,443,554.02	\$48,374.00	\$6,491,928.02

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

See attached fiscal details

**EXPLANATION**

These amendments are **Retroactive** because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19

His Excellency, Governor Christopher T. Sununu  
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protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
	Subtotal		\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
	Subtotal		\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
	Subtotal		\$1,087,866.16	\$2,640.00	\$1,090,506.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
	Subtotal		\$821,625.24	\$3,240.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$840.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
	Subtotal		\$645,745.58	\$840.00	\$646,585.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,320.00	\$880,969.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,735.81	\$1,320.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,735.81	\$0.00	\$468,735.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,320.00	\$1,137,286.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$150,780.29	\$360.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

Total 9565	\$6,043,214.02	\$12,000.00	\$6,055,214.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

Total 3317	\$50,000.00	\$0.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

Total 2164	\$262,755.00	\$0.00	\$262,755.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT:
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS**  
(100% Federal Funds - SIII Admin)

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seal New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,543.00	\$2,543.00
		Subtotal	\$0.00	\$2,543.00	\$2,543.00

**Lakes Region Partnership for Public Health (Vendor # 165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Meadbrook Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total 8215</b>			\$0.00	\$36,374.00	\$36,374.00
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,322.00	\$332,937.82
	2022	\$327,613.82	\$0.00	\$327,613.82
	Subtotal	\$655,229.64	\$5,322.00	\$660,551.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$543,933.08	\$10,646.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	Subtotal	\$1,087,866.16	\$10,646.00	\$1,098,512.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$410,812.62	\$13,068.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$821,625.24	\$13,068.00	\$834,693.24

**Crafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$645,745.58	\$3,385.00	\$649,130.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	Subtotal	\$879,649.94	\$5,318.00	\$884,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	Subtotal	\$1,135,966.42	\$5,318.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.80	\$1,448.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	Subtotal	\$376,373.60	\$1,448.00	\$377,821.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$350,340.00	\$0.00	\$350,340.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

**ACCOUNTING UNIT SUMMARY**

05-95-48-48100-9565 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SVS.  
THIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,788.01	\$12,000.00	\$2,464,788.01
543-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
543-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
	Subtotal		\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
(100% Federal Funds - SIIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal		\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal		\$262,755.00	\$0.00	\$262,755.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS.  
(100% Federal Funds - SIIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Stiblaette  
Commissioner

Deborah D. Sebrett  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-3034 1-800-852-3345 Ext. 3034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhha.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 56.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners.	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Françestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94

Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		Total:	\$5,443,554.02

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

See Attached Fiscal Details

**EXPLANATION**

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.

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

Page 3 of 3

- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/26/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

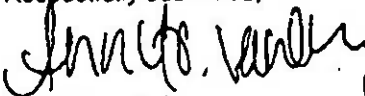
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:5, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.87% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.791, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Landry  
Associate Commissioner



FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9365 (HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS.  
THIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$257,930.64	\$257,930.64
543-500387	I & R Contracts	2021	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2021	\$0.00	\$4,000.00	\$4,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$257,930.64	\$257,930.64
543-500387	I & R Contracts	2022	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2022	\$0.00	\$4,000.00	\$4,000.00
	Subtotal		\$0.00	\$655,231.64	\$655,231.64

STRAFFORD Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$182,367.93	\$182,367.93
543-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$182,367.93	\$182,367.93
543-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$440,735.44	\$440,735.44

ROCKINGHAM Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$450,539.73	\$450,539.73
543-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$450,539.73	\$450,539.73
543-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$340,599.58	\$340,599.58
543-500387	I & R Contracts	2021	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$340,599.58	\$340,599.58
543-500387	I & R Contracts	2022	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$821,625.24	\$821,625.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2021	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
107-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2022	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,745.58	\$645,745.58

Lake Region Partnership for Public Health (Vendor # 164635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
	Subtotal		\$0.00	\$879,649.94	\$879,649.94

Manadneck Collaborative (Vendor # 159203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$468,735.81	\$468,735.81
545-500387	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
107-500734	Contracts for Program Services	2022	\$0.00	\$468,735.81	\$468,735.81
545-500387	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
	Subtotal		\$0.00	\$1,135,966.42	\$1,135,966.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svc	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2021	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2022	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$376,373.60	\$376,373.60

Total 9465	\$0.00	\$6,043,214.03	\$6,043,214.03
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05-25-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS. (HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SHIP Transfer - 3 Sources)

Manadneck Collaborative (Vendor # 159203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$50,000.00	\$50,000.00
107-500731	Contracts for Program Services	2022	\$0.00	\$50,000.00	\$50,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-95-48-182010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,585.00	\$87,585.00
Total 8920			\$0.00	\$87,585.00	\$87,585.00

05-95-48-182010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$0.00	\$262,755.00	\$262,755.00
Total 2164			\$0.00	\$262,755.00	\$262,755.00

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Helmsop-Merrimack Counties, Inc. (Vendor #172203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$327,615.82	\$327,615.82
	2022	\$0.00	\$327,615.82	\$327,615.82
	Subtotal	\$0.00	\$655,231.64	\$655,231.64

STRAFFORD - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #172278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$320,377.72	\$320,377.72
	2022	\$0.00	\$320,377.72	\$320,377.72
	Subtotal	\$0.00	\$640,755.44	\$640,755.44

ROCKINGHAM - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #172278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$543,933.03	\$543,933.03
	2022	\$0.00	\$543,933.03	\$543,933.03
	Subtotal	\$0.00	\$1,087,866.06	\$1,087,866.06

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$410,812.62	\$410,812.62
	2022	\$0.00	\$410,812.62	\$410,812.62
	Subtotal	\$0.00	\$821,625.24	\$821,625.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177673)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$322,872.79	\$322,872.79
	2022	\$0.00	\$322,872.79	\$322,872.79
	Subtotal	\$0.00	\$645,745.58	\$645,745.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$439,824.97	\$439,824.97
	2022	\$0.00	\$439,824.97	\$439,824.97
	Subtotal	\$0.00	\$879,649.94	\$879,649.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$567,983.21	\$567,983.21
	2022	\$0.00	\$567,983.21	\$567,983.21
	Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

**Tri-County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$188,186.80	\$188,186.80
	2022	\$0.00	\$188,186.80	\$188,186.80
	Subtotal	\$0.00	\$376,373.60	\$376,373.60

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$25,000.00	\$25,000.00
	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$0.00	\$50,000.00	\$50,000.00

**Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$173,170.00	\$173,170.00
	2022	\$0.00	\$173,170.00	\$173,170.00
	Subtotal	\$0.00	\$350,340.00	\$350,340.00

<b>Grand Total SFY21</b>	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Grand Total SFY22</b>	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Total Contracts</b>		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9365 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300734	Contracts for Program Services	2021	\$0.00	\$2,452,788.01	\$2,452,788.01
545-300387	I & R Contracts	2021	\$0.00	\$150,819.00	\$150,819.00
370-300928	Family Caregivers	2021	\$0.00	\$418,000.00	\$418,000.00
102-300734	Contracts for Program Services	2022	\$0.00	\$2,452,788.01	\$2,452,788.01
545-300387	I & R Contracts	2022	\$0.00	\$150,819.00	\$150,819.00
370-300928	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$0.00	\$6,043,214.02	\$6,043,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT (100% Federal Funds - SHIP Trainer - 3 Source)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
102-300731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-300731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,585.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-300731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal		\$0.00	\$175,170.00	\$175,170.00

Grand Total SFY21	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SFY22	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Contract		\$0.00	\$6,443,554.02	\$6,443,554.02

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Program Belknap and Merrimack Counties, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as approved by the Governor on December 30, 2020 and presented to Executive Council as an Informational Item on February 17, 2021, (item #A), and most recently amended with Governor and Council approval on June 1, 2022, (item #20) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,407,085.64
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #2, Article 2.8.1.2.2. through Article 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Trualta for the required criteria to meet the requirement as the education curriculum for the site;

2.8.1.3. The Contractor shall facilitate:

  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Trualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.4. through Article 2.8.1.4.3. to read:

2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:

  - 2.8.1.4.1 Care Companion (within Trualta);

2.8.1.4.2 Peer support; or

2.8.1.4.3 A peer mentor.

6. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.7. to read:

2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;

7. Add Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.17 through 2.8.1.18 to read:

2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.

2.8.1.17.1 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.

2.8.1.18. Reserved

8. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.3 through Article 2.8.3.4 to read:

2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:

2.8.3.3.1. A face-to-face meeting with community partners;

2.8.3.3.2. Outreach and education via a booth or exhibit at an event;

2.8.3.3.3. An enrollment event, or

2.8.3.3.4. An interactive web presentation.

9. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:

2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:

2.8.3.4.1. Town offices;

2.8.3.4.2. Housing sites;

2.8.3.4.3. Home health agencies;

2.8.3.4.4. Faith-based Communities and parish nurses;

2.8.3.4.5. Public libraries;

2.8.3.4.6. Fuel assistance agencies;

2.8.3.4.7. Hospital public affairs managers;

2.8.3.4.8. Pharmacies;

2.8.3.4.9. Medical practices and

2.8.3.4.10. Other Community Partners.

10. Modify Exhibit B Scope of Services Amendment #2, Paragraphs 3.5.1., through 3.5.3. to read:

3.5.1. Reserved.

3.5.2. Reserved.

3.5.3. Reserved.

11. Modify Exhibit B Scope of Services Amendment #2, Paragraph 4.2.2. through 4.2.4. to read:

4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP, SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

12. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.

13. Modify Exhibit C-3 Amendment #2 Budget in its entirety with Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit C-4 Amendment #2 Budget in its entirety with Exhibit C-4 Amendment #3 Budget, 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

4/3/2023

\_\_\_\_\_  
Date

DocuSigned by:

*Melissa Hardy*

1323A24040DF426

\_\_\_\_\_  
Name: Melissa Hardy

Title: Director, Division for Long Term Supports and Services

Community Action Program Belknap and Merrimack  
Counties, Inc.

3/30/2023

\_\_\_\_\_  
Date

DocuSigned by:

*Jeanne Agri*

84818208A9DA46A

\_\_\_\_\_  
Name: Jeanne Agri

Title: Chief Executive officer

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

OFFICE OF THE ATTORNEY GENERAL

4/4/2023

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date


Name:

Title:

New Hampshire Department of Health and Human Services	
Complete one budget form for each budget period.	
Contractor Name: <u>Community Action Program Belknap and Merrimack Counties, Inc.</u>	
Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u>	
Budget Period <u>7/1/2022-6/30/2023</u>	
Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$186,006
2. Fringe Benefits	\$67,766
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$3,080
6. Travel	\$5,000
7. Software	\$0
8.(a) Other - Marketing/Communications	\$1,000
8.(b) Other - Education and Training	\$2,000
8.(c) Other - Other (specify below)	
Volunteer Activities	\$2,350
MCSL (Canon Copier) lease (& printing cost)	\$7,025
Rent (Stand alone Lease for MCSL Program-incl gas & elect)	\$30,756
Telephone	\$4,200
Postage	\$2,600
	\$0
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$311,783</b>
<b>Total Indirect Costs</b>	<b>\$31,333</b>
<b>TOTAL</b>	<b>\$343,116</b>

Contractor Initials

Date

  
 3-15-23

New Hampshire Department of Health and Human Services, Complete one budget form for each budget period. Contractor Name: <u>Community Action Program Belknap and Merrimack Counties, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period: <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$210,981
2. Fringe Benefits	\$76,091
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$3,000
6. Travel	\$5,750
7. Software	\$0
8. (a) Other - Marketing/Communications	\$6,800
8. (b) Other - Education and Training	\$14,900
8. (c) Other - Other (specify below)	
<i>Volunteer Activities</i>	\$2,800
<i>MCSL (Canon Copier) Lease &amp; print costs</i>	\$8,525
<i>Rent (Stand alone for MCSL program -incl gas &amp; electric)</i>	\$30,756
<i>Telephone</i>	\$4,200
<i>Postage</i>	\$2,600
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$366,403</b>
<b>Total Indirect Costs</b>	<b>\$37,013</b>
<b>TOTAL</b>	<b>\$403,416</b>

Contractor Initials OL  
Date 3-15-23

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

Business ID: 63021

Certificate Number: 0006194067



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of April A.D. 2023.

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

David M. Scanlan  
Secretary of State



**COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.**  
EMPOWERING COMMUNITIES SINCE 1965



**CERTIFICATE OF AUTHORITY**

I, Christopher J. Pyles, Chairperson, Board of Directors, hereby certify that:

- 1. I am a duly elected officer of Community Action Program Belknap-Merrimack Counties, Inc.
- 2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on March 9, 2023, at which a quorum of the Directors were present and voting.

**VOTED:** That *Jeanne Agri, Chief Executive Officer/Executive Director, Michael Tabory, Chief Operating Officer/Deputy Director, Jill Lesmerises, Chief Fiscal Officer, Steven Gregoire, Budget Analyst, Christopher J. Pyles, Chairperson, Board of Directors* are duly authorized on behalf of Community Action Program Belknap-Merrimack Counties, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 4/3/2023

Signature of Elected Officer

Name: Christopher J. Pyles  
Title: Chairperson, Board of Directors

Rev. 3/8/2023  
NH:CAPBM COA 2023



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/17/2023

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

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

<b>PRODUCER</b> FIAI/Cross Insurance 1100 Elm Street  Manchester NH 03101	<b>CONTACT NAME:</b> Susan Sullivan <b>PHONE (A/C, No, Ext):</b> (603) 669-3218 <b>FAX (A/C, No):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> manch.certs@crossagency.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Community Action Program Belknap-Merrimack Counties Inc. P. O. Box 1016  Concord NH 03302	<b>INSURER A:</b> Selective Insurance Co. of SC <b>NAIC #</b> 19259 <b>INSURER B:</b> Granite State Health Care and Human Services Self- <b>INSURER C:</b> Federal Ins Co <b>20281</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:** 22-23 ALL 23-24 WC/D&O      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			S2509940	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			S2509940	10/01/2022	10/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			S2509940	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	HCHS20230000547 (3a.) NH	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers Liability			82471794	04/01/2023	04/01/2024	Limit \$ 1,000,000 Deductible \$ 5,000

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

<b>CERTIFICATE HOLDER</b>  State of New Hampshire; Department of Health & Human Services 129 Pleasant Street Concord NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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### The Vision of

#### Community Action Program Belknap-Merrimack Counties Inc.

An agency that creates opportunities for all people to thrive, a partner in building strong, resilient communities, to ensure a more equitable society.

### The Mission of

#### Community Action Program Belknap-Merrimack Counties, Inc.

To assist in reducing poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to reach economic stability.

### The Values of

#### Community Action Program Belknap-Merrimack Counties, Inc.

We believe all people should be treated with dignity and respect and recognize that structural race, gender, and other inequities remain barriers that must be addressed.

We believe that our communities have the capacity and moral obligation to ensure that no one is forced to endure the hardships of poverty.

We believe that everyone can reach their fullest potential with hope, adequate resources, and opportunities, and we are committed to achieving that vision.

We pledge ourselves to create an environment that pursues innovation and excellence through multi-sector partnership and collaboration.

*Equity · Respect · Commitment · Excellence · Hope  
Community · Caring · Innovation · Opportunity*

### The Promise of Community Action.

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.





*Financial Statements*

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**COMMUNITY ACTION PROGRAM  
BELKNAP - MERRIMACK COUNTIES, INC.**

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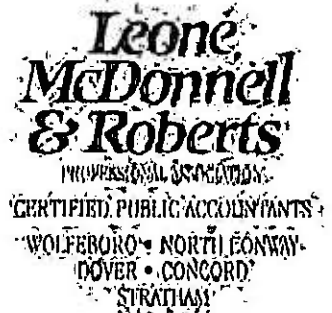
**FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021  
AND  
INDEPENDENT AUDITORS' REPORT AND  
REPORTS ON COMPLIANCE AND INTERNAL CONTROL**

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021

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To the Board of Directors  
Community Action Program of Belknap-Merrimack Counties, Inc.  
Concord, New Hampshire;

## INDEPENDENT AUDITORS' REPORT

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying consolidated financial statements of Community Action Program of Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the consolidated statements of financial position as of February 28, 2022 and 2021, 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.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Community Action Program of Belknap-Merrimack Counties, Inc. as of February 28, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

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

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Community Action Program of Belknap-Merrimack Counties, Inc.'s ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

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

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

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

- a. Exercise professional judgment and maintain professional skepticism throughout the audit.
- b. Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- c. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Community Action Program of Belknap-Merrimack Counties, Inc.'s internal control. Accordingly, no such opinion is expressed.
- d. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- e. Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Community Action Program of Belknap-Merrimack Counties, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2, U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 8, 2022, on our consideration of Community Action Program of Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Community Action Program of Belknap-Merrimack Counties, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Program of Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and compliance.

*Leone McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
September 8, 2022

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****CONSOLIDATED STATEMENTS OF FINANCIAL POSITION**  
**FEBRUARY 28, 2022 AND 2021**

	<u>ASSETS</u>	
	<u>2022</u>	<u>2021</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 1,384,485	\$ 899,766
Accounts receivable	5,244,621	3,762,809
Inventory	271,926	55,895
Prepaid expenses	33,928	73,709
Investments	138,793	127,996
Total current assets	<u>7,073,753</u>	<u>4,920,175</u>
<b>PROPERTY</b>		
Land, buildings and improvements	7,368,799	7,146,518
Equipment, furniture and vehicles	6,335,485	6,117,020
Construction in process	41,401	18,126
Total property	<u>13,745,685</u>	<u>13,281,662</u>
Less accumulated depreciation	<u>7,528,363</u>	<u>7,639,290</u>
Property, net	<u>6,217,322</u>	<u>5,642,372</u>
<b>OTHER ASSETS</b>		
Cash escrow and reserve funds	89,468	65,437
Tenant security deposits	9,120	6,881
Due from related party	65,488	
Total other assets	<u>164,076</u>	<u>72,318</u>
<b>TOTAL ASSETS</b>	<u>\$ 13,455,151</u>	<u>\$ 10,634,865</u>
	<u>LIABILITIES AND NET ASSETS</u>	
<b>CURRENT LIABILITIES</b>		
Current portion of notes payable	\$ 314,265	\$ 213,444
Line of credit	154,350	(380,028)
Accounts payable	3,635,655	1,525,832
Accrued expenses	1,086,207	788,951
Refundable advances	1,537,802	1,036,941
Total current liabilities	<u>6,728,279</u>	<u>3,945,196</u>
<b>LONG TERM LIABILITIES</b>		
Paycheck Protection Program loan	280,439	1,935,300
Notes payable, less current portion shown above	620,050	939,897
Tenant security deposits	9,120	6,881
Total liabilities	<u>7,637,888</u>	<u>6,827,074</u>
<b>NET ASSETS</b>		
Without donor restrictions	5,179,734	2,758,959
With donor restrictions	1,637,529	1,048,832
Total net assets	<u>5,817,263</u>	<u>3,807,791</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 13,455,151</u>	<u>\$ 10,634,865</u>

See Notes to Consolidated Financial Statements

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****CONSOLIDATED STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 28, 2022**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>REVENUES AND OTHER SUPPORT</b>			
Grant awards	\$ 36,482,087	\$ -	\$ 36,482,087
Rental income	135,298	-	135,298
Other funds	2,526,432	2,650,984	5,177,416
Paycheck Protection Program loan forgiveness	1,615,427	-	1,615,427
In-kind	592,136	-	592,136
United Way	2,123	-	2,123
Interest income	74	-	74
Realized gain on sale of equipment	7,200	-	7,200
Total revenues and other support	41,360,777	2,650,984	44,011,761
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>			
Total	13,062,287	(3,062,287)	9,999,999
Total	44,423,064	(411,303)	44,011,761
<b>EXPENSES</b>			
Program	40,084,851	-	40,084,851
Management	1,917,438	-	1,917,438
Total expenses	42,002,289	-	42,002,289
<b>CHANGE IN NET ASSETS</b>	2,420,775	(411,303)	2,009,472
<b>NET ASSETS, BEGINNING OF YEAR</b>	2,758,959	1,048,832	3,807,791
<b>NET ASSETS, END OF YEAR</b>	\$ 5,179,734	\$ 637,529	\$ 5,817,263

See Notes to Consolidated Financial Statements



**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****CONSOLIDATED STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 28, 2021**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
Grant awards	\$ 20,625,325	\$ -	\$ 20,625,325
Rental income	123,657	-	123,657
Other funds	2,375,403	3,733,525	6,108,928
In-kind	490,035	-	490,035
United Way	5,297	-	5,297
Interest income	383	-	383
Realized gain on sale of equipment	3,500	-	3,500
Total revenues and other support	23,623,600	3,733,525	27,357,125
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	3,047,507	(3,047,507)	-
Total	26,671,107	686,018	27,357,125
<b>EXPENSES</b>			
Program	26,194,346	-	26,194,346
Management	1,274,501	-	1,274,501
Total expenses	27,468,847	-	27,468,847
<b>CHANGE IN NET ASSETS BEFORE GAIN ON INVESTMENT IN LIMITED PARTNERSHIP</b>	(797,740)	686,018	(111,722)
<b>GAIN ON INVESTMENT IN LIMITED PARTNERSHIP</b>	64,397	-	64,397
<b>CHANGE IN NET ASSETS</b>	(733,343)	686,018	(47,325)
<b>NET ASSETS, BEGINNING OF YEAR</b>	2,992,894	362,814	3,355,708
<b>NET ASSETS TRANSFERRED FROM LIMITED PARTNERSHIP</b>	499,408	-	499,408
<b>NET ASSETS, END OF YEAR</b>	\$ 2,758,959	\$ 1,048,832	\$ 3,807,791

See Notes to Consolidated Financial Statements



COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED FEBRUARY 28, 2022

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 7,961,177	\$ 1,180,579	\$ 9,141,756
Payroll taxes and benefits	2,296,690	228,375	2,525,065
Travel	194,343	9,648	203,991
Occupancy	1,267,982	114,418	1,382,400
Program services	25,639,659		25,639,659
Other costs:			
Accounting fees		74,855	74,855
Legal fees	15,361	152	15,513
Supplies	159,844	44,534	204,378
Postage and shipping	49,860	8,731	58,591
Equipment rental and maintenance	1,141		1,141
Printing and publications	28,133	27,696	55,829
Conferences, conventions and meetings	13,964		13,964
Interest	29,187	26,841	56,028
Insurance	124,730	43,856	168,586
Membership fees	16,276		16,276
Utility and maintenance	88,702	104,142	192,844
Computer services	111,990		111,990
Other	926,679	53,611	980,290
Depreciation	566,151		566,151
In-kind	592,982		592,982
<b>Total functional expenses</b>	<b>\$ 40,084,851</b>	<b>\$ 1,917,438</b>	<b>\$ 42,002,289</b>

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED FEBRUARY 28, 2021

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and Wages	\$ 8,423,286	\$ 587,382	\$ 9,010,668
Payroll taxes and benefits	2,308,290	229,777	2,538,067
Travel	145,104	809	145,913
Occupancy	1,293,121	136,322	1,429,443
Program services	11,796,741		11,796,741
Other costs:			
Accounting fees		80,013	80,013
Legal fees	19,604		19,604
Supplies	165,804	30,710	196,514
Postage and shipping	56,087	8,986	65,073
Equipment rental and maintenance	6,736		6,736
Printing and publications	34,562	3,551	38,113
Conferences, conventions and meetings	632		632
Interest	39,595	22,938	62,533
Insurance	123,704	27,528	151,232
Membership fees	10,040	7,019	17,059
Utility and maintenance	190,837	62,549	253,386
Computer services	47,178	8,660	55,838
Other	584,982	68,257	653,239
Depreciation	458,009		458,009
In-kind	490,034		490,034
<b>Total functional expenses</b>	<b>\$ 26,194,346</b>	<b>\$ 1,274,501</b>	<b>\$ 27,468,847</b>

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.CONSOLIDATED STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021

	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 2,009,472	\$ (47,325)
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	568,151	458,009
Paycheck Protection Program loan forgiveness	(1,615,427)	-
Interest on deferred financing costs	483	484
Realized gain on sale of equipment	(7,200)	(3,500)
Gain on investment in limited partnership	-	(64,397)
Decrease (increase) in current assets:		
Accounts receivable	(1,481,812)	(1,203,458)
Inventory	(216,031)	(32,979)
Prepaid expenses	39,781	(18,723)
Due from related party	(65,488)	-
Decrease (increase) in current liabilities:		
Accounts payable	2,109,823	356,371
Accrued expenses	297,256	23,890
Refundable advances	500,861	(47,575)
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>2,137,869</u>	<u>(579,203)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of property	7,200	3,500
Additions to property investments	(1,141,101)	(618,410)
	(10,797)	(17,918)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(1,144,698)</u>	<u>(632,828)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Net Paycheck Protection loan	(39,434)	1,935,300
Net repayments on line of credit	(225,678)	(169,972)
Repayment of long term debt	(219,309)	(199,152)
<b>NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES</b>	<u>(484,421)</u>	<u>1,566,176</u>
<b>NET INCREASE IN CASH AND RESTRICTED CASH</b>	<u>508,750</u>	<u>354,145</u>
<b>CASH AND RESTRICTED CASH BALANCE, BEGINNING OF YEAR</b>	<u>965,203</u>	<u>649,026</u>
<b>CASH AND RESTRICTED CASH TRANSFERRED FROM LIMITED PARTNERSHIP</b>	<u>-</u>	<u>82,032</u>
<b>CASH AND RESTRICTED CASH BALANCE, END OF YEAR</b>	<u>\$ 1,473,953</u>	<u>\$ 965,203</u>
<b>CASH AND RESTRICTED CASH:</b>		
Cash	\$ 1,384,485	\$ 899,766
Cash escrow and reserve funds	89,468	65,437
	<u>\$ 1,473,953</u>	<u>\$ 965,203</u>

See Notes to Consolidated Financial Statements

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

	2022	2021
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for interest	\$ 56,028	\$ 62,533
<b>SUPPLEMENTAL DISCLOSURES OF NONCASH INVESTING AND FINANCING ACTIVITIES:</b>		
Transfer of assets from newly consolidated LP:		
Accounts receivable	\$	\$ 2,498
Prepaid expenses		10,827
Property, net		980,089
Security deposits		8,132
Total transfer of assets from newly consolidated LP	\$	\$ 1,001,544
Transfer of liabilities from newly consolidated LP:		
Accounts payable	\$	\$ 8,825
Accrued expenses		67,062
Security deposits		18,132
Note payable		336,311
Total transfer of liabilities from newly consolidated LP	\$	\$ 360,330
Total transfer of partners' capital from newly consolidated LP	\$	\$ 489,408
Partnership capital previously recorded as investment in related parties		203,838
Total transfer of partners' capital from newly consolidated LP	\$	\$ 703,246

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

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

**Nature of Organization**

Community Action Program Belknap - Merrimack Counties, Inc. (the Organization) is a New Hampshire nonprofit organization that serves nutritional, health, living and support needs of the low income and elderly clients in the two county service areas, as well as state wide. These services are provided with the financial support of various federal, state, county and local organizations.

**Principles of Consolidation**

The consolidated financial statements include the accounts of Community Action Program Belknap-Merrimack Counties, Inc. and the following entities as Community Action Program Belknap-Merrimack Counties, Inc. has both an economic interest and control of the entities through a majority voting interest in their governing board. All significant intercompany items and transactions have been eliminated from basic consolidated financial statements.

- Sandy Ledge Limited Partnership
- CAP BMC Development Corporation

**Basis of Accounting**

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting in accordance with the accounting principles generally accepted in the United States of America.

**Basis of Presentation**

The consolidated financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles, which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

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

**Net assets with donor restrictions** include 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 Organization or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restrictions expire, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statements of activities.

The Organization had net assets with donor restrictions of \$637,529 and \$1,048,832 at February 28, 2022 and 2021, respectively. See Note 14.

**Income Taxes**

Community Action Program of Belknap-Merrimack Counties, Inc. is organized as a nonprofit corporation and is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). The Internal Revenue Service has determined them to be other than a private foundation.

The Organization files information returns in the United States and the State of New Hampshire. The Organization is subject to examinations by tax authorities for three years.

CAP BMC Development Corporation (the Corporation) is taxed as a "C" Corporation under the Internal Revenue Code. The Corporation accounts for deferred income taxes under the asset and liability method in accordance with Accounting Standards Codification No. 740 (ASC 740), *Accounting for Income Taxes*. The objective of this method is to establish deferred tax assets and liabilities for temporary differences between the financial reporting basis and the tax basis of the Company's assets and liabilities at the enacted tax rate expected to be in effect when such amounts are realized or settled. ASC 740 also requires deferred tax assets and liabilities to be shown separately. There are no deferred tax assets or liabilities. The Corporation has no federal net operating loss carryforwards available at February 28, 2022 and 2021.

Sandy Ledge Limited Partnership is taxed as a partnership. Federal income taxes are not payable, or provided by the partnership. Earnings and losses are included in the partners' federal income tax returns based on their share of partnership earnings. Partnerships are required to file income tax returns with the State of New Hampshire and pay an income tax at the state's statutory rate.

Accounting Standard Codification No. 740 (ASC 740), *Accounting for Income Taxes*, established the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in consolidated financial statements. The Organization has analyzed its tax position taken on its income tax returns for the past three years and has concluded that no additional provision for income taxes is necessary in the Organization's consolidated financial statements.

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021****Property**

Property and equipment is recorded at cost or, if donated, at the approximate fair value at the date of the donation. Assets purchased with a useful life in excess of one year and exceeding \$5,000 are capitalized unless a lower threshold is required by certain funding sources. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets as follows:

Buildings and improvements	40 years
Equipment, furniture and vehicles	3 - 10 years

**Use of Estimates**

The preparation of consolidated financial statements in conformity with United States 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 consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

For purposes of the consolidated statements of cash flows, the Organization considers all liquid investments purchased with original maturities of three months or less to be cash equivalents.

The Organization maintains its cash in bank deposit accounts, which at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

**Contributed Services**

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made*, if the services (a) create or enhance non-financial assets or (b) require specialized skills and would otherwise be purchased by the Agency.

Volunteers provided various services throughout the year that are not recognized as contributions in the consolidated financial statements since the recognition criteria under FASB ASC No. 958 were not met.

**In-Kind Donations / Noncash Transactions**

Donated facilities, services and supplies are reflected as revenue and expense in the accompanying consolidated financial statements, if the criteria for recognition is met. This represents the estimated fair value for the service, supplies and space that the Organization might incur under normal operating activities. The Organization received \$592,136 and \$490,035 in donated facilities, services and supplies for the years ended February 28, 2022 and February 28, 2021, respectively, as follows:



**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

The Organization receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be \$18,731 and \$18,937 for the years ended February 28, 2022 and February 28, 2021, respectively.

The Organization also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be \$573,405 and \$471,098 for the years ended February 28, 2022 and 2021, respectively.

**Advertising**

The Organization expenses advertising costs as they are incurred. Total advertising costs for the years ended February 28, 2022 and February 28, 2021 totaled \$134,193 and \$14,287, respectively.

**Inventory**

Inventory consists of weatherization supplies and work in process and is valued at the lower of cost or net realizable value, using the first-in, first-out method.

**Revenue Recognition**

Amounts received from conditional grants and contracts for specific purposes are generally recognized as income to the extent that related expenses and conditions are incurred or met. Conditional grants received prior to the conditions being met are reported as refundable advances. Contributions of cash and other assets are reported as with donor restrictions if they are received with donor imposed stipulations that limit the use of the donated assets. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as without donor restrictions.

**Program Service Revenue**

Program service revenue is recognized as revenue when the services are performed.

**Rental Revenue**

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



**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021****Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been presented in the Consolidated Statements of Functional Expenses. Accordingly, certain costs have been allocated among the program, services and supporting activities benefited. Expenses are charged to each program based on the direct expenses incurred or estimated usage based on time spent on each program by staff.

<u>Expense</u>	<u>Method of allocation</u>
Wages and benefits	Time and effort
Depreciation	Actual assets used by program
All other expenses	Direct assignment

**2. LIQUIDITY AND AVAILABILITY**

The following represents the Organization's financial assets as of February 28, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Financial assets at year end:		
• Cash and cash equivalents, undesignated	\$ 1,384,485	\$ 899,766
• Accounts receivable	5,244,621	3,762,809
• Investments	138,793	127,996
• Cash reserves	81,143	62,103
• Cash escrow	8,325	3,334
Total financial assets	<u>6,857,367</u>	<u>4,856,008</u>
Less amounts not available to be used within one year:		
• Net assets with donor restrictions	637,529	1,048,832
• Reserve funds	81,143	62,103
Amounts not available within one year	<u>718,672</u>	<u>1,110,935</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 6,138,695</u>	<u>\$ 3,734,073</u>

It is the Organization's goal to maintain financial assets to meet 60 days of operating expenses which approximates \$6,710,000 and \$4,360,000 at February 28, 2022 and 2021, respectively. The Organization has a line of credit with \$445,650 and \$219,972 available to borrow on at February 28, 2022 and 2021, respectively.

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021****3. ACCOUNTS RECEIVABLE**

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at February 28, 2022 and 2021. The Organization has no policy for charging interest on overdue accounts.

**4. REFUNDABLE ADVANCES**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are performed or incurred. Funds received in advance of grantor conditions being met, aggregated \$1,537,802 and \$1,036,941 as of February 28, 2022 and 2021, respectively.

**5. RETIREMENT PLAN**

The Organization has a qualified contributory pension plan which covers substantially all employees. The cost of the plan is charged to programs administered by the Organization. The expense of the plan for the year ended February 28, 2022 and 2021 totaled \$186,976 and \$193,103, respectively.

**6. LEASED FACILITIES**

Facilities occupied by the Organization for its community service programs are leased under various operating leases. The lease terms range from month to month to twenty years. For the year ended February 28, 2022 and 2021, the annual lease expense for the leased facilities was \$544,299 and \$542,317, respectively.

The approximate future minimum lease payments on the above leases are as follows:

<u>Year Ended</u> <u>February 28</u>	<u>Amount</u>
2023	\$ 478,248
2024	419,395
2025	245,038
2026	88,762
2027	88,762
Thereafter	688,217
<b>Total</b>	<b>\$ 2,008,422</b>

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

**7. ACCRUED EARNED TIME**

The Organization has accrued a liability for future annual leave time that its employees have earned and vested with the employees in the amount of \$660,158 and \$415,580 at February 28, 2022 and 2021, respectively.

**8. BANK LINE OF CREDIT**

The Organization has a \$200,000 revolving line of credit agreement (the line) with a bank that is due on demand. The line calls for monthly variable interest payments based on the Wall Street Journal Prime Rate (3.25% and 4.75% at February 28, 2022 and 2021, respectively) plus 1% but not less than 6% per annum. The line is secured by all the Organization's assets. There was a balance of \$154,350 outstanding at February 28, 2022. There was no balance outstanding at February 28, 2021.

The Organization has an additional revolving line of credit agreement (the line) in the amount of \$400,000 with a bank that is due on demand. The line calls for monthly variable interest payments based on the LIBOR rate (2.41% and 2.62% at February 28, 2022 and 2021, respectively). The line is secured by all the Organization's assets. There was no balance outstanding at February 28, 2022. There was a balance of \$380,028 outstanding at February 28, 2021.

**9. CONCENTRATION OF RISK**

For the year ended February 28, 2022, approximately \$13,200,000 (30%) and \$15,300,000 (35%), respectively, of the Organization's total revenue was received from the Department of Health and Human Services and the Department of Treasury. For the year ended February 28, 2021, approximately \$11,400,000 (42%) of the Organization's total revenue was received from the Department of Health and Human Services. The future scale and nature of the Organization is dependent upon continued support from these departments.

**10. LONG TERM DEBT**

Long term debt consisted of the following as of February 28, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
5.50% note payable to a financial institution in monthly installments for principal and interest of \$1,634 through July 2039. The note is secured by property of the Organization:	\$ 218,228	\$ 225,459

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
5.75% note payable to a financial institution in monthly installments for principal and interest of \$13,912 through July 2023. The note is secured by property of the Organization for Lakes Region Family Center.	219,279	375,827
3.00% note payable to the City of Concord for leasehold improvements in monthly installments for principal and interest of \$747 through May 2027. The note is secured by property of the Organization for the agency administrative building renovations.	42,958	50,507
7.00% note payable to a bank in monthly installments for principal and interest of \$4,842 through May 2023. The note is secured by a first real estate mortgage and assignment of rents and leases on property located in Concord, New Hampshire for Early Head Start.	116,572	164,553
1.00% Paycheck Protection Program loan payable to a bank in monthly installments for principal and interest of \$7,511 through April 2025. \$1,615,427 of the proceeds received was forgiven during the year ended February 28, 2022. (See Note 11).	280,439	1,935,300
Non-interest bearing note payable by Sandy Ledge Limited Partnership to New Hampshire Housing deferred until June 1, 2034 or until the project is sold or refinanced or surplus cash is available. The note is collateralized by a mortgage on real estate.	<u>343,081</u>	<u>343,081</u>
Total long-term debt before unamortized deferred financing cost	1,220,557	3,094,727
Unamortized deferred financing costs	<u>(5,803)</u>	<u>(6,286)</u>
	1,214,754	3,088,441
Less amounts due within one year	<u>314,265</u>	<u>213,444</u>
Long term portion	<u>\$ 900,489</u>	<u>\$ 2,874,997</u>

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021.**

The scheduled maturities of long-term debt as of February 28, 2022 were as follows:

<u>Year Ending</u> <u>February 28</u>	<u>Amount</u>
2023	\$ 314,265
2024	236,212
2025	106,239
2026	32,177
2027	18,840
Thereafter	512,824
	<u>\$ 1,220,557</u>

**11. PAYCHECK PROTECTION PROGRAM**

In April 2020, the Organization received loan proceeds in the amount of \$1,935,300 under the Paycheck Protection Program ("PPP"). The PPP was established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act").

On September 14, 2021, the Organization received partial forgiveness in the amount of \$1,615,427. The forgiven proceeds are included in income for the year ended February 28, 2022. The remaining \$312,873 has been converted to a loan, due in 44 monthly payments of principal and interest at a rate of 1%. The loan will mature in April 2025. The outstanding balance on the PPP loan at February 28, 2022 is \$280,439. (See Note 10).

**12. PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of February 28, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Land	\$ 279,340	\$ 279,340
Building and improvements	7,089,459	6,867,176
Equipment and vehicles	6,335,485	6,117,020
Construction in process	41,401	18,126
	<u>13,745,685</u>	<u>13,281,662</u>
Less accumulated depreciation	<u>7,528,363</u>	<u>7,639,290</u>
Property and equipment, net	<u>\$ 6,217,322</u>	<u>\$ 5,642,372</u>

Depreciation expense for the years ended February 28, 2022 and 2021 totaled \$566,151 and \$458,009, respectively.

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**13. CONTINGENCIES**

The Organization receives grant funding from various sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of February 28, 2022.

**14. NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are available for the following specific program services as of February 28, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
NH Food Pantry Coalition	\$ 663	\$ 663
Senior Center	143,437	142,817
Elder Services	68,427	499,201
Mary Gale	25,629	
NH Rotary Food Challenge	5,064	5,058
Summer Feeding	47,540	60,433
Common Pantry		5,512
Caring Fund	8,792	8,791
Agency - FAP	27,307	2,604
Agency Head Start	222,258	224,847
Agency - FP/PN	87,253	87,387
Community Crisis	350	350
Other Programs	809	11,169
	<u>\$ 637,529</u>	<u>\$ 1,048,832</u>
Total net assets with donor restrictions	<u>\$ 637,529</u>	<u>\$ 1,048,832</u>



**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021****15. RELATED PARTY TRANSACTIONS**

The Organization serves as the management agent for the following organizations:

<u>Related Party</u>	<u>Function</u>
Belmont Elderly Housing, Inc.	HUD Property
Epsom Elderly Housing, Inc.	HUD Property
Alton Housing for the Elderly, Inc.	HUD Property
Pembroke Housing for the Elderly, Inc.	HUD Property
Newbury Elderly Housing, Inc.	HUD Property
Kearsarge Elderly Housing, Inc.	HUD Property
Riverside Housing Corporation	HUD Property
Twin Rivers Community Corporation	Property Development
Ozanam Place, Inc.	Transitional Supportive Services
TRCC Housing Limited Partnership	Low Income Housing Tax Credit Property

The services performed by the Organization included marketing, accounting, tenant selection (for the HUD properties), HUD compliance (for the HUD properties), and maintenance of property.

The amount due from the related parties for operating activities (collectively) at February 28, 2022 and 2021 was \$324,385 and \$181,384, respectively, and is included in accounts receivables. Additionally, during the year ended February 28, 2022, \$65,488 was loaned to a related party and is recorded as an other asset on the consolidated statement of financial position.

**16. FAIR VALUE OF FINANCIAL INSTRUMENTS**

Community Action Program Belknap Merrimack Counties, Inc. has also invested money relating to its Fix-it program in certain mutual funds. The fair value of the mutual funds totaled \$138,793 and \$126,996 at February 28, 2022 and 2021, respectively.

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

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

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

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

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

At February 28, 2022 and 2021, the Organization's investments were classified as Level 1 and were based on fair value.

**Fair Value Measurements using Significant Observable Inputs (Level 1)**

	<u>2022</u>	<u>2021</u>
Beginning balance - mutual funds	\$ 126,996	\$ 109,078
Total gains - mutual funds	11,797	17,918
Ending balance - mutual funds	<u>\$ 138,793</u>	<u>\$ 126,996</u>

The carrying amount of cash, current assets, other assets and current liabilities approximates fair value because of the short maturity of those instruments.

The Organization also had \$1,000 invested in a Partnership, The Lakes Region Partnership for Public Health, at February 28, 2021. During the year ended February 28, 2022, the Organization is no longer a partner and a final K-1 was received.

**17. OTHER MATTERS**

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Organization's business. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization's financial and operational results, will be dictated by the length of time that such disruptions continue and in turn will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic.



**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021****18. TRANSFER OF PARTNERSHIP INTEREST**

During the year ended February 28, 2021, Community Action Program of Belknap, Merrimack Counties, Inc. acquired a partnership interest in a low-income housing limited partnership, Sandy Ledge Limited Partnership.

The following is a summary of the assets and liabilities of the partnership at the date of acquisition:

Date of Transfer	03/01/2020
Cash	\$ 3,793
Cash reserves	58,239
Accounts receivable	2,496
Prepaid expenses	10,827
Property, net	980,089
Other assets	8,132
Total assets	<u>\$ 1,063,576</u>
Note payable	\$ 336,311
Other liabilities	24,019
Total liabilities	<u>360,330</u>
Partners' capital	<u>703,246</u>
Total liabilities and partners' capital	<u>\$ 1,063,576</u>

**19. RECLASSIFICATION**

Certain amounts and accounts from the prior year financial statements have been reclassified to enhance the comparability with the presentation of the current year.

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS,  
FOR THE YEARS ENDED FEBRUARY 28, 2022 AND 2021**

**20. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the consolidated statement of financial position date, but before the consolidated financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the consolidated statement of financial position date, including the estimates inherent in the process of preparing consolidated financial statements. Non-recognized subsequent events are events that provide evidence about conditions that did not exist at the consolidated statement of financial position date, but arose after that date. Management has evaluated subsequent events through September 8, 2022, the date the consolidated financial statements were available to be issued.

**SUPPLEMENTAL INFORMATION**

**(See Independent Auditors' Report)**

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED FEBRUARY 28, 2022**

FEDERAL GRANTOR/ PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS THROUGH GRANTOR'S NAME	IDENTIFYING NUMBER	FEDERAL EXPENDITURES	PASSED THROUGH TO SUB-RECIPIENTS
<b>US DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>					
<b>HEAD START CLUSTER</b>					
Head Start	93.600		01CH2052-03-01	4,920,814	
CRSSA - Head Start	93.600		01HET000622	14,665	
ARPA - Head Start	93.600			70,508	
			<b>CLUSTER TOTAL:</b>	<b>5,005,977</b>	
Low Income Home Energy Assistance Program	93.568	State of New Hampshire	02-52-52-520010-18870000	2,517,839	
CV-Low Income Home Energy Assistance Program	93.568	State of New Hampshire	02-52-52-620010-24490000	2,923,900	
Low Income Home Energy Assistance Program-WX	93.568	State of New Hampshire	02-02-024010-77050000-900587	248,488	
			<b>TOTAL</b>	<b>5,690,228</b>	
Community Services Block Grant	93.569	State of New Hampshire	05-095-045-450010-7148	538,251	
CV-Community Services Block Grant	93.569	State of New Hampshire	05-095-045-450010-7148	30,897	
			<b>TOTAL</b>	<b>1,569,148</b>	
Social Services Block Grant-Home Delivered & Congregate Meals	93.667	State of New Hampshire	05-85-48-481010-9255	228,050	
Social Services Block Grant-Service Link	93.667	State of New Hampshire	2001NHSOSR	6,586	
			<b>TOTAL</b>	<b>294,648</b>	
Temporary Assistance for Needy Families-Family Planning	93.558	State of New Hampshire	1502NHTANE	897	
Temporary Assistance for Needy Families-Workplace Success	93.558	Southern New Hampshire Services	05-95-45-450010-81270000	19,522	
			<b>TOTAL</b>	<b>20,519</b>	
<b>AGING CLUSTER</b>					
Title III, Part B-Senior Transportation	93.044	State of New Hampshire	17SSNHT3SS	924,374	
Title III, Part C-Home Delivered Meals-HDCS	93.045	State of New Hampshire		9,018	
Title III, Part C-Home Delivered Meals	93.045	State of New Hampshire	17AANHT3HD	494,672	
CV-Title III, Part C-Home Delivered Meals	93.045	State of New Hampshire	17AANHT3HD	15,030	
NSIP	93.053	State of New Hampshire	1056477	170,034	
			<b>CLUSTER TOTAL</b>	<b>813,128</b>	
<b>CHILD CARE AND DEVELOPMENT FUND CLUSTER</b>					
Child Care & Development Block Grant	93.575	State of New Hampshire		403,542	
Child Care Mandatory & Matching Funds of the CCDF	93.606	State of New Hampshire		59,544	
			<b>CLUSTER TOTAL</b>	<b>463,086</b>	
<b>MEDICAID CLUSTER</b>					
Medical Assistance Program	93.778	State of New Hampshire	90NWP0008-01-001	72,515	
Medical Assistance Program - Veterans	93.778	Gateways Community Services		32,433	
			<b>CLUSTER TOTAL</b>	<b>104,948</b>	
Family Planning - Services	93.217	State of New Hampshire	FPHPA010063	56,537	
Maternal, Infant, & Early Childhood Home Visiting Program	93.870	State of New Hampshire	X10MC33596	169,527	
National Family Caregiver Support, Title III, Part E-Service Link	93.052	State of New Hampshire	2001NHQAFC-02	32,045	
Special Programs for Aging, Title IV-Service Link	93.048	State of New Hampshire	90MP024102	28,202	
State Health Insurance Assistance Program	93.324	State of New Hampshire	90SA0003-02-00	31,988	
Medicare Enrollment Assistance Program	93.071	State of New Hampshire	2001NHMISH-00	10,707	
			<b>HHS TOTAL</b>	<b>13,190,684</b>	
<b>US DEPARTMENT OF AGRICULTURE</b>					
Special Suppl. Nutrition Program for Women, Infants & Children	10.557	State of New Hampshire	15154NH703W1003 & 5003	612,057	
Senior Farmers Market	10.576	State of New Hampshire	15154NH083Y8303	73,124	
Child & Adult Care Food Program	10.558	State of New Hampshire	NONE PROVIDED	180,323	
<b>CHILD NUTRITION CLUSTER</b>					
Summer Food Service Program For Children	10.559	State of New Hampshire	NONE PROVIDED	148,179	

See Notes to Schedule of Expenditures of Federal Awards.

Continued

FEDERAL GRANTOR PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS THROUGH GRANTOR'S NAME	IDENTIFYING NUMBER	FEDERAL EXPENDITURES	PASSED THROUGH TO SUB-RECIPIENTS
<b>FOOD DISTRIBUTION CLUSTER</b>					
Commodity Supplemental Food Program	10,565	State of New Hampshire	15154NH814Y8005	\$ 1,219,051	\$ 1,003,133
Emergency Food Assistance Program-Administration	10,568	State of New Hampshire	817500007	455,233	77,833
Emergency Food Assistance Program	10,569	State of New Hampshire	817500000	5,669,212	5,669,212
			CLUSTER TOTAL	7,342,496	6,749,278
			USDA TOTAL	\$ 7,342,496	\$ 6,749,278
<b>CORPORATION FOR NATIONAL &amp; COMMUNITY SERVICES</b>					
<b>FOSTER GRANDPARENTS/SENIOR COMPANION CLUSTER</b>					
Senior Companion Program	94,016		16SCANH001	384,450	
			CNCS TOTAL	\$ 384,450	
<b>US DEPARTMENT OF TRANSPORTATION</b>					
Formula Grants for Rural Areas-Concord Transit	20,509	State of New Hampshire-Department of Transportation	NH-18-X048	1,236,484	
Formula Grants for Rural Areas	20,509	State of New Hampshire-Department of Transportation	3 Buses	432,048	
			TOTAL	1,668,530	
<b>TRANSIT SERVICES PROGRAMS CLUSTER</b>					
Enhanced Mobility of Seniors & Ind. W/Disabilities-CAT	20,513	State of New Hampshire-Department of Transportation	NH-18-X043	154,056	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20,513	State of New Hampshire-Department of Transportation	NH-18-X043	20,407	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20,513	State of New Hampshire-Department of Transportation	NH-65-X001	64,128	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Volunteer Drivers	20,513	Merrimack County	NH-65-X001	844	
Enhanced Mobility of Seniors & Ind. W/Disabilities	20,513	State of New Hampshire-Department of Transportation	3 Buses	222,165	
			CLUSTER TOTAL	461,600	
<b>FEDERAL TRANSIT CLUSTER</b>					
Bus and Bus Facilities Formula & Discretionary Programs	20,526	State of New Hampshire-Department of Transportation	2 Buses	160,416	
			DOT TOTAL	\$ 2,290,548	
<b>US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>					
Emergency Solutions Grant	14,231	State of New Hampshire	05-95-42-423010-7927	21,568	
CV-Emergency Solutions Grant	14,231	State of New Hampshire	05-95-42-423010-7927	430,021	
			TOTAL	451,607	
CV-CDBG State's Program & Non-Entitlement Grants in Hawaii	14,228	CDFA	20-007-CDPS-CV3-CVPS	720,861	
Supportive Housing	14,235	State of New Hampshire	05-95-42-423010-7927-102-600731	142,108	
Continuum of Care Program	14,267	State of New Hampshire	05-95-42-423010-7927-102-600731	34,947	
			HUD TOTAL	\$ 649,521	
<b>US DEPARTMENT OF ENERGY</b>					
Weatherization Assistance for Low Income Persons	81,042	State of New Hampshire	01-02-02-024010-77060000	269,908	
			DOE TOTAL	\$ 269,908	
<b>US DEPARTMENT OF LABOR</b>					
Senior Community Service Employment Program	17,235	State of New Hampshire	03-22-22-330510-1453000	367,195	
			DOL TOTAL	\$ 367,195	
<b>U.S. DEPARTMENT OF THE TREASURY</b>					
Coronavirus Relief Fund	21,019	State of New Hampshire	SS-2021-BHS-03-HOUS1-02	24,205	
Emergency Rental Assistance Program	21,023	Governor's Office for Emergency Relief & Recovery		15,252,459	
			US TREASURY TOTAL	\$ 15,276,664	
			TOTAL	\$ 40,785,147	\$ 6,749,278

See Notes to the Schedule of Expenditures of Federal Awards

**COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED FEBRUARY 28, 2022**

**NOTE 1**

**BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Community Action Program Belknap-Merrimack Counties, Inc. under programs of the federal government for the year ended February 28, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Program Belknap-Merrimack Counties, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**NOTE 2**

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**NOTE 3**

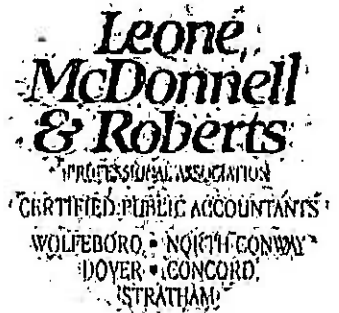
**INDIRECT COST RATE**

Community Action Program Belknap-Merrimack Counties, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 4**

**FOOD COMMODITIES AND VEHICLES**

Nonmonetary assistance is reported in the Schedule at the fair value of the commodities received and disbursed.



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

To the Board of Directors  
Community Action Program Belknap-Merrimack Counties, Inc.  
Concord, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statement of financial position as of February 28, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 8, 2022.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during

our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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

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

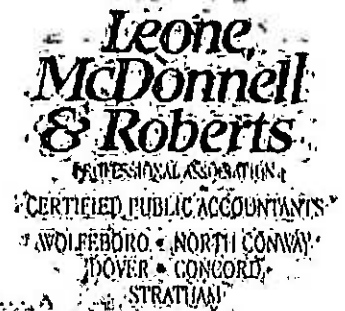
### **Purpose of this Report**

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

*Leone McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
September 8, 2022





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

To the Board of Directors,  
Community Action Program Belknap-Merrimack Counties, Inc.,  
Concord, New Hampshire

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

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

We have audited Community Action Program Belknap-Merrimack Counties, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Action Program Belknap-Merrimack Counties, Inc.'s major federal programs for the year ended February 28, 2022. Community Action Program Belknap-Merrimack Counties, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Community Action Program Belknap-Merrimack Counties, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 28, 2022.

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

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

We are required to be independent of Community Action Program Belknap-Merrimack Counties, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Community Action Program Belknap-Merrimack Counties, Inc.'s compliance with the compliance requirements referred to above.

### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Community Action Program Belknap-Merrimack Counties, Inc.'s federal programs.

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Community Action Program Belknap-Merrimack Counties, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

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

## Report on Internal Control Over Compliance

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

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

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

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

*Leone McDonnell & Roberts  
Professional Association*

Concord, New Hampshire  
September 8, 2022

**COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED FEBRUARY 28, 2022**

**SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Program Belknep-Merrimack Counties, Inc. were prepared in accordance with generally accepted accounting principles.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Community Action Program Belknep-Merrimack Counties, Inc., which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and On Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Community Action Program Belknep-Merrimack Counties, Inc. expresses an unmodified opinion on all major programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major programs include:
  - U.S. Department of Health and Human Services, Aging Cluster 93.044, 93.045 and 93.053; U.S. Department of Transportation, Formula Grants for Rural Areas, 20.509;
  - U.S. Department of the Treasury, Emergency Rental Assistance Program, 21.023.
8. The threshold for distinguishing Type A and B programs was \$1,223,554.
9. Community Action Program Belknep-Merrimack Counties, Inc. was determined to not be a low-risk auditee.

**FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

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

None

COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED FEBRUARY 28, 2022

MATERIAL WEAKNESS

2021-001

Condition: The financial statements presented to the auditor at the beginning of fieldwork included accounts that had not been reconciled accurately or in a timely manner.

Recommendation: The auditors recommend that the financial close process includes a review of all significant accounts.

Current Status: Accounts have been reconciled accurately and in a timely manner. Not a repeated finding in the current year.



### BOARD OF DIRECTORS

<p>Chris Pyles, <i>Chairperson</i> Board member since: 1/14/2021</p>	<p>Sara A. Lewko Board member since: 2/21/2001</p>
<p>David Croft, <i>Vice Chairperson</i> Board member since: 5/13/2021</p>	<p>Dennis Martino Board member since: 2/24/2005</p>
<p>A. Bruce Carri, <i>Treasurer</i> Board member since: 3/12/2020</p>	<p>Ashley Reed HS Policy Council Chairperson Board member since: 5/12/2022</p>
<p>Safiya Wazir, <i>Secretary</i> Board member since: 11/2/2016</p>	<p>David Siff, Esq. Board member since: 10/2/2013</p>
<p>Heather Brown Board member since: 1/15/2009</p>	<p>Tracy Vergason Board member since: 5/12/2022</p>

Current fiscal year (3/1/23 – 2/29/24) board meetings – 3/9/23, 5/18/23, 9/14/23, 11/9/23, 1/11/24

## *Jeanne Agri*

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### PROFESSIONAL PROFILE

Versatile and experienced leader with highly developed communication skills: written, verbal and presentational. Adept in coaching and mentoring employees and colleagues as evidenced by my selection by the National Office of Head Start to serve as a mentor for new Head Start Directors. Committed to continuous improvement of activities to ensure they meet outcomes approved by the board through strategic planning, creating goal-oriented systems and conformance with all local, state and federal guidance.

### WORK EXPERIENCE

Community Action Program Belknap-Merrimack Counties, Concord, NH  
*Executive Director*

2018-present

- Assures the organization has long-range strategy which makes consistent and timely progress towards meeting the Agencies overall mission
- Responsible for the general supervision of all grant awards, ensuring that all statutory, regulatory, and /or program and financial requirements are met, that generally accepted accounting principles are applied, and that all program and financial policies and procedures are adhered to.
- Provide leadership in developing programs, organizational structures and financial systems that carry out the instructions and policies authorized by the Board
- Establish sound working relationships and cooperative arrangements with community groups, organizations and all funding sources important to the development of the agency and programs.
- See that the Board Director is kept fully informed and up to date on the condition of the organization and all important Federal, State or local requirements impacting on the Agency and/or its programs.

Southern New Hampshire Services, Manchester, NH  
*Education and Nutrition Operations Director*

2016 - 2018

- Coordinate, manage and monitor workings of Child Development, Women Infant and Children, and Literacy Programs, as well as development of an agency wide Two-Generational Approach to services
- Formulate, improve and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations, and procedures
- Assist in the recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities
- Supervise staff, including establishment of work schedules and monitoring and evaluating performance in partnership with Executive Director
- Assist in development of strategic plans for operational activity; implement and manage operational plans

*Director of Child Development Programs*

2001-2016

- Hire, coach and evaluate the performance of Program Managers, Specialists, Coordinators, Center Directors, Teachers and Head Start support staff
- Provide coaching, and learning opportunities for all employees focused on promoting, supporting and improving early development of children from the prenatal stage to five years of age using research - based practices
- Plan and implement strategic interventions with Program Managers, Specialists, Coordinators and Center Directors for sites needing administrative support and direction
- Plan, coordinate and facilitate regular leadership meetings for evaluating and strengthening systems to maintain the highest quality of services in compliance with Head Start Performance Standards
- Develop internal structures, systems, and policies supporting major content areas of Head Start program including education, health, mental health, social services, parent involvement, nutrition, disabilities , and transportation



- Collaborate with managers and internal fiscal department in the monitoring and control of component budgets; identification and interpretation of Head Start and community needs; conformance to the Performance Standards and other regulatory requirements
- Work in partnership with internal departments to support project goals and meet customer expectations
- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners
- Ensure adequate systems in place to maintain the highest quality of services to children and families in compliance with Head Start Performance Standards
- Ensure consistency in service delivery across the program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.

*Quality Assurance Director/Co-Director for Child Development Programs* 1999-2001

- Established and managed a robust monitoring, analysis and evaluation system with well-defined results, milestones, and targets inclusive of Continuous Quality Improvement practices
- Monitored for quality and compliance at Grantee and Delegate level
- Worked closely with program Director to review, track and assess monitoring compliance throughout program operations
- Developed and implements a written quality assurance and performance evaluation plan in conjunction with Governing Board, Policy Council
- Interpreted and evaluated a variety of information to present it in meaningful oral or written form for varied audiences and provide reliable analysis leading to sound decision-making

*Area Manager/Education Manager* 1997-1999

- Supervision of various Child Care sites including direct supervision of Center Directors/Site Managers
- Coordinate personal and professional development and training plans for staff and ensure teaching staff progress towards educational requirements as supported by the Performance Standards
- Documented and administered both positive and negative feedback and utilize Performance Improvement Plans when warranted.

*Child Care Center Director/Site Manager* 1995-1997

- Supervised, mentored, coach and administered work plans and directives to staff
- Communicated areas of performance improvement to staff and promote training that reflected individual needs of staff members and the team as a whole
- Ensure program compliance with codes of state and local licensing agencies and grant requirements

**New Hampshire Technical College, Nashua, NH**

*Instructor* 1995-1997

- Taught Child Growth & Development and assisted in curriculum development for Early Childhood Education Program
- Planned and organized instruction to maximize documented student learning
- Employed appropriate teaching and learning strategies to communicate subject matter to students
- Modified, where applicable, instructional methods and strategies to meet diverse student needs

**EDUCATION**

**Southern New Hampshire University, Manchester, NH**

Master's in Business Administration

June 2017

**Notre Dame College, Manchester, NH**

Bachelors of Arts in Elementary Education

1981



# Jill Lesmerises

## **Profile**

Experienced and self-motivated Accounting Professional bringing forth over 30 years of valuable progressive non-profit experience. Looking for an opportunity to use my non-profit experience to help guide an organization. Areas of experience range from cash management, bank reconciliations, accounts receivable, fixed assets, accounts payable, payroll, audit preparation, budget preparation, monitoring subrecipients, 403B pension compliance and audit preparation, employee benefits, and system implementations.

## **Employment Experience**

10/21 – Present

### **Chief Fiscal Officer, Community Action Program Belknap-Merrimack Counties, Inc.**

CAPBM is a not-for-profit with 25 million in revenue with 11 legal entities. The Agency has over 300 employees and holds 8 million in assets.

Oversee the daily activities of 6 fiscal staff, conduct budget meetings, prepare work papers for annual audit for agency and 10 housing projects, manage the daily cash flow of the agency and 10 housing projects, prepare paperwork for monitorings conducted by various funding sources, and review accounts payable input, journal entries, accounts receivable input, and monthly billings.

10/17 – 12/21

### **Senior Accountant, Southern New Hampshire Services, Inc.**

Southern New Hampshire Services is a not-for-profit with 49 million in revenue with 30 legal entities. The Agency has over 400 employees and holds 84 million in assets.

Conduct monthly budget meetings, bill funding sources monthly, prepare work papers for annual audit, monitor subrecipients, prepare paperwork for monitoring conducted by various funding sources, review accounts payable input and manage daily workflow, provide backup for accounts payable and fuel assistance payable positions, prepare surveys for various governmental agencies, prepare ACA forms, prepare paperwork for 403B annual audit and file

5500, member and secretary of the 403B Committee, instrumental in getting PaperSave up and running within the Fiscal Department, prepare work papers for 26 housing programs

11/02 – 10/17

**Staff Accountant, Community Action Program Belknap-Merrimack Counties, Inc.**

At the time of my employment, Community Action Program Belknap-Merrimack Counties was a not-for-profit with 20 million in revenue. The Agency had over 479 employees and held over 7 million in assets.

Reconciled 36 bank accounts, billed funding sources monthly, prepared work papers for annual audit, prepared paperwork for monitoring by various funding sources, prepared and entered journal entries, reconciled general ledger accounts, reviewed daily accounts payable input, entered cash receipts in A/R system, provided backup for both payroll and accounts payable/receivable positions, managed daily workflow, and trained new accounting staff members

1/00 – 9/02

**Account Supervisor (for 2 Companies), Whole Life, Inc.**

Whole Life, Inc. is a not-for-profit with 6 million in revenue. The Agency had over 140 employees and held over 4 million in assets.

Prepared monthly and quarterly reports, yearly budgets, monthly invoices, work papers, and cost reports, prepared and entered journal entries, reconciled general ledger accounts, and billed Medicaid

9/98 – 1/00

**Account Receivable Clerk (for 4 Companies), CSN Financial, Inc.**

Coded cash receipts, prepared monthly invoices, and prepared accounts receivable and revenue work papers

5/93 – 9/98

**Assistant Controller, Biosystems, Inc.**

Collected past due accounts receivable both foreign and domestic, provided switchboard relief, handled petty cash funds, audited salesmen expenses, cut accounts payable checks, prepared journal entries, performed payroll functions

3/88 – 5/93

**Business Officer, The Caring Community of Connecticut, Inc.**

The Caring Community of Connecticut is a not-for-profit with 18 million in revenue.

Answered phones, filed correspondence, handled petty cash funds, typed correspondence, coded cash receipts and disbursements, reconciled bank accounts, screened job applicants, prepared work papers, and participated in administrator on-call program

**Educational Background**

1996-2000

**Bachelor Degree in Accounting, Eastern Connecticut State University**

Graduated cum laude

1992-1996

**Associate Degree in Accounting, Three Rivers Community Technical College**

Named to Dean's list, graduated with high honors

1981-1985

**Merrimack Valley High School**

Member of National Honor Society, named to Honor Roll for 3 years

**Volunteer Work**

1/17 – Present

**Director on The Loudon Communications Council**

Council is responsible for the distribution of a monthly newspaper to the residents of Loudon and to maintain the Town of Loudon NH website. Also served as Treasurer of the Council for 2 years.

# SUZANNE L. DEMERS, MBA

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## Executive Management

- C-Level Collaboration • Negotiation • Brand & Public Image
- Resource Optimization • Marketing Campaigns • Year-over-Year Growth

Accomplished and creative executive possessing multifaceted experience and a proven ability to revitalize organizations, initiate organization wide strategy, and capture untapped opportunities for growth. Results-oriented, decisive leader; adept at forging lucrative relationships with key partners, vendors, and clients.

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## Executive Highlights

**Negotiated HMO, PPO and State funding for dual diagnosis treatment hospital with an increase payment from 3 to 7 days.**

**Led sales efforts and cultivated business relationships to drive 30%-40% new client revenue annually, with emphasis on creative marketing strategies and rebranding services.**

**Led weekly meetings with executive leadership to identify opportunities for improvement, establish milestones and tailor services for key clients**

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## Executive Performance

Community Action Program Belknap-Merrimack Counties (2018-present)

### **Director of Elder Service**

Responsible for all aspects of programs: Meals on Wheels, senior centers, Merrimack County ServiceLink Resource Center, NH Senior Companion Program and other community-based services for older adults.

Responsible for all internal/external marketing, fundraising and grant writing. Manager over one hundred and fifty employees.

Scott Farrar at Peterborough (2016-2018)

### **MARKETING DIRECTOR**

Manage Market Sales process of the community to achieve and maintain 100% occupancy for the community. Managed internal and external events and trainings. Organized and attended networking opportunities building a strong reputation. Maintain census that reflects over all operations budget.

### **American Red Cross, Massachusetts (2015- 2016)**

#### **District Manager**

Led a team of 10 Account Managers to achieve second place in the Nation for Blood Collection for 2015 with Operating efficiency of 95%. Recruited to lead sales and drive accelerated growth of Red Cross blood services donor recruitment while managing 10 staff in two offices; increased advisor appointment ratios from 0.9% to 2% and sales conversion ratio from 1.5% to 3% by communicating sales opportunities and coaching advisor on marketing best practices. Researched market penetration and viability, developed strategies and coinciding reports to track results; trends, profitability, and areas of opportunity, then adjusted strategies as needed. Developed and led monthly meetings with COO, CEO and Executive Directors to build One Red Cross brand.

### **American Red Cross, Massachusetts (2013-2015)**

#### **Business Development Manager**

Aggressively identified, recruited and developed new and lapsed business development resulting in exceeding annual goal for blood collection for the State of Massachusetts. Achieved 110% of goal with operating efficiency of 94% annually. Research targeted accounts and individuals for strategic growth opportunities. Responsible for directing business development for large business, military and educational accounts; acted as the key person for negotiation of issues with Executive levels with high profile accounts. Created, developed and implemented National training for Account Managers with new branding material of One Red Cross. Recruited, hired and training new Business Development Managers for Massachusetts.

### **Catholic Charities (2006-2012)**

#### **Director of Marketing/Social Worker/Admission**

Established and maintained strong relationship with critical referral organizations; increase therapy services for higher billable hours. Acted as the face of Catholic Charities within the Monadnock Region for Annual Appeal and other funding needs. Assisted the non-profit organization Monadnock At Home with startup for two years. Key role of securing new customers and working with key department heads to ensure a smooth transition for residents and families for optimal satisfaction. Train and mentor staff in areas of customer service. Act as the Ethics Officer to ensure all rights are maintained.

### **Beech Hill Hospital (1997-1999)**

#### **Marketing Coordinator**

Negotiated and Managed state, HMO and PPO contracts. Developed and implemented managed care strategy based on dual diagnosis clinical model. Acted as the first point of contact for new prospects and clients through the organization with tours and information. Daily and weekly meetings regarding census, legal issues and training needs; supported team in implementing strategy for plan of correction. Acted as the first point of contact for State of NH visits.

## **ORGANIZATIONAL LEADERSHIP**

- Led and monitored complex projects and worked cross-functionally with various internal groups to determine project scope, requirements, and resources; managed RFP's and determined best practices while ensuring project activities aligned with business objectives.
- Analyzed funding source of private, HMO and PPO to create and implement marketing strategy to ensure organizations profitability.
- As Ethics Officer for training, investigation and reporting to legal counsel when necessary.

- Experiences, results-driven leader who accelerates customer success, delivers implementation results, and champions adoption; record of accomplishments with high client satisfaction and a showcase of successful project delivery.
- Managed weekly payor source meetings for patient care plan; reviewed with the team best plan of action for the patient and organization.

#### **WORKSHOPS, TRAINING, AND SEMINARS**

- Created training module for on boarding Red Cross employees with vision of One Red Cross
- Staff Trainer and safety officer; train and retrain staff to maintain a safe work environment reduce injury
- Ethic's officer in Long Term, Assisted Living and Residential program
- Developed client orientated operations manual with detailed staff functions
- Staff Trainer for Self Determination in focused area of Developmental Disability, Elderly and Traumatic Brain Injury
- Staff trainer of Learning Styles with staff – increase connectivity with clients and co-worker

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#### **EDUCATION**

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**MASTER OF BUSINESS ADMINISTRATION, 2001**  
Franklin Pierce University, NH

**BACHELOR OF SCIENCE, 1995**  
Keene State College, NH

**ASSOCIATE DEGREE CHEMICAL DEPENDENCY 1995**  
Keene State College, NH

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#### **AFFILIATIONS**

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Board of Directors Red Cross NH/VT 2017-2019

Red Cross Bio-Med Chair 2017-2019

Chamber of Commerce Peterborough/Jaffrey 2016-2018

Peterborough Woman's Club 2017-2018

Children's Friends, 2014-2016

Monadnock At Home 2011-2013

Board of Directors: New Hampshire Dance Institute 2006-2008

Grand Circle Community Resource Team 2002-2003

# April Steffensmeier

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## Summary

Social Worker dedicated to the empowerment of at-risk populations in overcoming barriers to create a rich and meaningful life. BSW from the University of Missouri, 16 years in service coordination for at-risk individuals.

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## Experience

**Community Action Program Belknap-Merrimack** September 2021 - Present  
*ServiceLink Center Manager*

- Plans, organizes, staffs, directs and evaluates program operations activities such as: logistical operations, performance measurement and reporting, subcontract management, management of public education and outreach, oversight of volunteer program, community provider relationship development, program review, continuous quality improvement, staff evaluation and accountability, and ServiceLink Resource Center team oversight.
- Manages a team process within the SLRC to foster a cooperative working environment between resource center staff, on-site team members and designated community long-term care providers.
- Oversees and is accountable for all day-to-day processing of ServiceLink Resource Center site programs evaluations, including operational reports, quality reports, State and Federal reports to Bureau of Elderly and Adult Services (BEAS) and Federal reports to the Administration on Aging and Centers for Medicare and Medicaid by designated time frames.

## **Beyond Housing**

August 2018 - September 2021

*Housing Resource Manager*

- Manage team of three Housing Resource Specialists to provide case management and resource referrals to 400 rental housing families
- Coordinate services that enable families to achieve goals related to improved health, higher education, increased income and credit scores, and homeownership
- Provide basic financial education related to budgeting and credit improvement
- Ensure accurate and timely documentation for program integrity and funder requirements

**Columbia Housing Authority**

2006 - 2018

*Resident Services Coordinator – Independent Living Program*

- Coordinate services for adults 55 and older and persons with disabilities living in public housing so they may continue living as independently as possible
- Aid clients in conflict resolution and crisis intervention
- Partner with local agencies to provide on-site educational programming, health clinics, and social events
- Supervise community volunteers, resident associations, and students completing professional degrees
- Draft, implement, monitor and evaluate grant proposals

*Family Self-Sufficiency Coordinator – Housing Choice Voucher Program*

- Assisted HCV (Housing Choice Voucher) families in achieving self-sufficiency through mutually developed 5-year plan for self-sufficiency
- Developed and administered financial education and homeownership classes
- Administered HCV Homeownership Program

**Plasma Biological Services, Inc.**

2005 – 2006

*Quality Assurance Assistant/Phlebotomist*

- Performed quality checks on all FDA regulated forms and procedures
- Trained employees on evolving processes and regulations
- Drew blood; performed plasmapheresis; checked vital signs, approved donors

**MU Wellness Resource Center**

2001 – 2005

*Student Assistant*

- Answered multi line phone; Performed general office duties
- Assisted with awareness communication projects on alcohol and drugs, nutrition, stress, and college life
- Created and performed wellness skits during Summer Welcome

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**Education  
&**

**B.S.W. (Bachelor of Social Work)**

2005

*University of Missouri - Columbia*

**Certifications**

Practicum: Columbia Housing Authority

**MO Medicare Counselor (CLAIM) | Housing Choice Voucher Specialist**





**Department of Health and Human Services  
Bureau of Elderly and Adult Services**

**ServiceLink Resource Center of Merrimack County  
RFA-2021-DLTSS-08-SERVI-02-A03**

**KEY PERSONNEL**

<b>Name</b>	<b>Job Title</b>	<b>Salary</b>	<b>% Paid from this Contract</b>	<b>Amount Paid from this Contract</b>
Jeanne Agri	Chief Executive Officer	\$145,916.10	0%	\$ 0.00
Jill Lesmerises	Chief Fiscal Officer	\$103,000.04	0%	\$ 0.00
Suzanne Demers	Director of Elder Services	\$ 85,215.00	0%	\$ 0.00
April Steffensmeier	Merrimack County ServiceLink Resource Center Manager	\$ 51,675.00	100%	\$ 51,675.00

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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Lori A. Shibiante  
Commissioner

Melissa A. Hardy  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 6, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,476.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Frankestown,	\$834,693.24	\$821,626	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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		Greenfield, Greenville, Hancock,  Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$649,130.58	\$645,746	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,436,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,506,928.02</b>	<b>\$6,612,983</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, 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.**

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

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

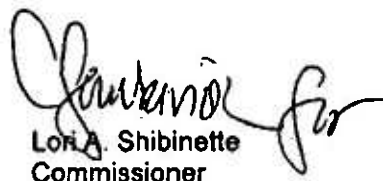
As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 90MP0176-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Note: "Grants for P.A.&R." = Grants for Public Assistance and Relief

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$441,715.44	\$440,756.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
		Subtotal	\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$824,865.24	\$821,626.00	\$1,646,491.24

Crafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
		Subtotal	\$646,585.58	\$645,746.00	\$1,292,331.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$880,969.94	\$879,650.00	\$1,760,619.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$1,137,286.42	\$1,195,393.00	\$2,332,679.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$376,733.60	\$376,374.00	\$753,107.60

Total 9565	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Total 3317	\$50,000.00	\$50,000.00	\$100,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

Total 2164	\$262,755.00	\$350,340.00	\$613,095.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00

ServiceLink Aging and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>	<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

<b>Total 2638</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$332,937.82	\$0.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	2023	\$0.00	\$327,616.00	\$327,616.00
	2024	\$0.00	\$327,616.00	\$327,616.00
	Subtotal	\$660,553.64	\$655,232.00	\$1,315,785.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$224,246.72	\$0.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	2023	\$0.00	\$220,378.00	\$220,378.00
	2024	\$0.00	\$220,378.00	\$220,378.00
	Subtotal	\$444,624.44	\$440,756.00	\$885,380.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$554,579.08	\$0.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	2023	\$0.00	\$543,933.00	\$543,933.00
	2024	\$0.00	\$543,933.00	\$543,933.00
	Subtotal	\$1,098,512.16	\$1,087,866.00	\$2,186,378.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$423,880.62	\$0.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	2023	\$0.00	\$410,813.00	\$410,813.00
	2024	\$0.00	\$410,813.00	\$410,813.00
	Subtotal	\$834,693.24	\$821,626.00	\$1,656,319.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$326,257.79	\$0.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	2023	\$0.00	\$322,873.00	\$322,873.00
	2024	\$0.00	\$322,873.00	\$322,873.00
	Subtotal	\$649,130.58	\$645,746.00	\$1,294,876.58

Lakes Region Partnership for Public Health (Vendor # 165635)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$445,142.97	\$0.00	\$445,142.97
	2022	\$454,824.97	\$0.00	\$454,824.97
	2023	\$0.00	\$444,825.00	\$444,825.00
	2024	\$0.00	\$444,825.00	\$444,825.00
	Subtotal	\$899,967.94	\$889,650.00	\$1,789,617.94

Monadnock Collaborative (Vendor # 159303)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$573,301.21	\$0.00	\$573,301.21
	2022	\$567,983.21	\$59,427.00	\$627,410.21
	2023	\$0.00	\$567,983.00	\$567,983.00
	2024	\$0.00	\$567,983.00	\$567,983.00
	Subtotal	\$1,141,284.42	\$1,195,393.00	\$2,336,677.42

ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$50,000.00	\$50,000.00	\$100,000.00

ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS  
(85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." - Grants for Public Assistance and Relief

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Program Belknap-Merrimack Counties, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A, Revisions to Standard Contract Provisions, Subsection 1.2., the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,315,785.64
3. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services in order to correct various scribes' errors and align scope with necessary services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds, as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III E (CFDA #93.052), FAIN: 21AANHT3FC.
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID.
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03.
      - 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04.
      - 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00.

- 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10.
  - 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III.
  - 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B.
- 1.2 42.77% General funds.
5. 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 item, as specified in Exhibit C-1 Amendment #1, Budget through Exhibit C-4 Amendment #2, Budget.
  - 3. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
    - 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
    - 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.
6. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:
- 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
7. Add Exhibit C-3 Amendment #2 Budget, which is attached hereto and incorporated by reference herein.
8. Add Exhibit C-4 Amendment #2 Budget, 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

5/11/2022  
Date

DocuSigned by:  
*Melissa Hardy*  
13214274007219  
Name: Melissa Hardy  
Title: Director, DLTSS

Community Action Program Belknap-Merrimack Counties,  
Inc.

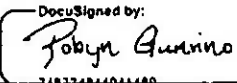
5/11/2022  
Date

DocuSigned by:  
*Jeanne Agri*  
047810824007219  
Name: Jeanne Agri  
Title: Chief Executive Officer

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

OFFICE OF THE ATTORNEY GENERAL

5/12/2022  
Date

DocuSigned by:  
  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Merrimack County.
- 1.5. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.5.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.5.2. Promote awareness of the various options available to people in their community.
  - 1.5.3. Refer individuals to needed services.
  - 1.5.4. Provide person-centered one-on-one assistance and decision support to individuals.
  - 1.5.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.
  - 1.5.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.
  - 1.5.7. Serve all adults regardless of physical, intellectual or development disability or mental illness.



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**EXHIBIT B Amendment #2**

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- 1.5.8. Provide information regarding community-based long-term supports and services.
- 1.5.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

- 2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:
  - 2.1.1.1. Operate as an independent program.
  - 2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.
  - 2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.
  - 2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.
- 2.1.2. The Contractor shall occupy an independent office space that, at a minimum:
  - 2.1.2.1. Is an easily accessible area and location.
  - 2.1.2.2. Meets all applicable state and local building rules and ordinances.
  - 2.1.2.3. Has sufficient space that includes, but is not limited to:
    - 2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.
    - 2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.
  - 2.1.2.4. Has barrier-free/handicap access.
  - 2.1.2.5. Has appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:
    - 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.

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- 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.
    - 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.
  - 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include, but are not limited to:
    - 2.1.4.3.1. State or regional hospitals.
    - 2.1.4.3.2. Senior centers.
    - 2.1.4.3.3. Physician practices.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

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- 2.1.4.3.4. Home health agencies.
- 2.1.4.3.5. Community mental health centers.
- 2.1.4.3.6. Municipal health and welfare providers.
- 2.1.4.3.7. Brain Injury Associations.
- 2.1.4.3.8. Centers for Independent Living.
- 2.1.4.3.9. Department of Military Affairs and Veteran Services.
- 2.1.4.3.10. Adult Protective Services.
- 2.1.4.3.11. Information and referral/2-1-1 programs.
- 2.1.4.3.12. Regional Public Health Networks.
- 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.
  - 2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contract shall:
    - 2.2.2.1. Utilize the Department's approved survey tool;
    - 2.2.2.2. Distribute the survey to consumers as directed by the Department;
    - 2.2.2.3. Collect completed surveys, as applicable; and
    - 2.2.2.4. Enter each completed survey into an online database as directed by the Department.

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**2.3. Outreach and Education**

- 2.3.1. The Contractor shall deliver outreach and education services to promote ServiceLink services.
- 2.3.2. The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.
- 2.3.3. The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.
- 2.3.4. The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:
  - 2.3.4.1. Faith Based Communities and/or Parish Nurses.
  - 2.3.4.2. The Social Security Administration.
  - 2.3.4.3. Low income housing sites.
  - 2.3.4.4. Senior Centers.
- 2.3.5. The Contractor shall implement the Department-approved outreach and marketing plan, which includes, but is not limited to:
  - 2.3.5.1. A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.
  - 2.3.5.2. Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.
  - 2.3.5.3. Strategies to assess the effectiveness of outreach and marketing activities.
  - 2.3.5.4. Feedback loops to monitor and modify outreach and marketing activities as needed.

**2.4. Training**

- 2.4.1. The Contractor shall ensure all staff including, but not limited to, the site manager, receive training within one (1) year of hire, that includes, but is not limited to:

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- 2.4.1.1. Outreach and education trainings.
  - 2.4.1.2. Person-Centered Options Counseling Certification training.
  - 2.4.1.3. Safeguarding the confidentiality of all clients as required by state and federal laws.
  - 2.4.1.4. Alliance of Information and Referral Standards (AIRS) Certification training.
  - 2.4.1.5. SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.
  - 2.4.1.6. SMP Foundations training.
- 2.5. Information & Referral/Assistance Plan and Person-Centered Options Counseling
- 2.5.1. The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:
    - 2.5.1.1. A description of all systematic processes to ensure consistent delivery of services.
    - 2.5.1.2. All services and resources available to the population of the geographic region.
  - 2.5.2. The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.
  - 2.5.3. The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.
  - 2.5.4. The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).
  - 2.5.5. The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.
  - 2.5.6. The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.
  - 2.5.7. The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.
- 2.6. Specialized Care Transition Counseling and Support Services
- 2.6.1. The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but

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not limited to nursing homes, rehabilitation facilities, and transitional housing settings.

- 2.6.2. The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.
- 2.6.3. The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:
  - 2.6.3.1. Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.
  - 2.6.3.2. Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:
    - 2.6.3.2.1. Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;
    - 2.6.3.2.2. Establish a process for identifying individuals and caregivers in need of transition support services;
    - 2.6.3.2.3. Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, and coordination;
    - 2.6.3.2.4. Perform consultation services for hospital staff regarding available LTSS in the community; and
    - 2.6.3.2.5. Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations.
  - 2.6.3.3. Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.
  - 2.6.3.4. Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:

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- 2.6.3.4.1. Facilitating the coordination of services and supports needed for transition.
- 2.6.3.4.2. Providing individuals with a safe and secure setting.
- 2.6.3.5. Assisting in the prevention of hospital readmission.
- 2.6.4. The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1. Hospital and nursing home discharge planning meetings.
  - 2.6.4.2. Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3. Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4. Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5. Developing transition plans for clients and assisting individuals with finding and accessing home and community-based services according to the transition plan.
- 2.7. Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1. The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2. The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:
    - 2.7.2.1. Assisting individuals with determining appropriate payment and delivery of services.
    - 2.7.2.2. Providing individuals with financial assessment, as applicable.
    - 2.7.2.3. Assisting clients with accessing community-based LTSS programs.
    - 2.7.2.4. Developing processes for accessing public LTSS programs.
    - 2.7.2.5. Ensuring eligibility documents are completed and submitted to the Department.
    - 2.7.2.6. Collaborating with the Department to assess and determine client eligibility.

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- 2.7.2.7. Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
- 2.7.2.8. Ensuring staff have access to and training on systems necessary to determine eligibility for services.
- 2.7.2.9. Providing additional Person-Centered Options Counseling to individuals determined ineligible for LTSS, as appropriate.
- 2.7.2.10. Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
- 2.7.2.11. Complying with Department policies and procedures regarding the Medicaid eligibility determination process.
- 2.7.3. The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.
- 2.8. Specialty Program Services
  - 2.8.1. Family Caregiver Support Program Services
    - 2.8.1.1. The Contractor shall ensure staff maintain knowledge of current community resources.
    - 2.8.1.2. The Contractor shall ensure:
      - 2.8.1.2.1. A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or
      - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.
    - 2.8.1.3. The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis.
    - 2.8.1.4. The Contractor shall facilitate caregiver support groups, as needed.



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- 2.8.1.5. The Contractor shall collaborate with other caregiver support service agencies within the geographic area.
- 2.8.1.6. The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.
- 2.8.1.7. The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.
- 2.8.1.8. The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.
- 2.8.1.9. The Contractor shall participate in an annual program review, as determined by the Department.
- 2.8.1.10. The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
- 2.8.1.11. The Contractor shall provide referrals and assistance with access to appropriate community resources.
- 2.8.1.12. The Contractor shall provide a minimum of bimonthly contract with the caregivers they support.
- 2.8.1.13. The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program:
  - 2.8.1.13.1. Are trained by a BEAS Designee; and
  - 2.8.1.13.2. Are monitored for progress within Program, including, but not limited to, remaining current on all Family Caregiver Support Program services, policies and procedures.
- 2.8.1.14. The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
- 2.8.1.15. The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
- 2.8.1.16. The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.

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**2.8.2. State Health Insurance Program (SHIP) Assistance**

2.8.2.1. The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.

2.8.2.2. The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.

2.8.2.3. The Contractor shall provide personalized counseling services.

2.8.2.4. The Contractor shall provide targeted community outreach in order to:

2.8.2.4.1. Increase consumer understanding of Medicare program benefits; and

2.8.2.4.2. Raise awareness of the opportunities for assistance with benefit and plan selection.

2.8.2.5. The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:

2.8.2.5.1. Assisting individuals with enrolling in appropriate benefit plans.

2.8.2.5.2. Providing continued enrollment assistance in Medicare prescription drug coverage.

2.8.2.6. The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.

2.8.2.7. The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).

**2.8.3. Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services**

2.8.3.1. The Contractor shall educate the public on topics that include, but are not limited to:

2.8.3.1.1. Part D prescription drugs in rural areas.

2.8.3.1.2. Medicare preventative services.

2.8.3.1.3. Medicare cost savings, including low income subsidy and Medicare savings program.

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- 2.8.3.2. The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.
- 2.8.3.3. The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month which includes, but is not limited to:
  - 2.8.3.3.1. Mailing introductory letters regarding the program to agencies which may include, but are not limited to:
    - 2.8.3.3.1.1. Town offices.
    - 2.8.3.3.1.2. Housing sites.
    - 2.8.3.3.1.3. Home health agencies.
    - 2.8.3.3.1.4. Faith-based Communities and parish nurses.
    - 2.8.3.3.1.5. Public libraries.
    - 2.8.3.3.1.6. Fuel assistance agencies.
    - 2.8.3.3.1.7. Hospital public affairs managers.
    - 2.8.3.3.1.8. Pharmacies.
    - 2.8.3.3.1.9. Medical practices.
    - 2.8.3.3.1.10. Other community partners.
  - 2.8.3.3.2. Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served;
  - 2.8.3.3.3. Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication; and
  - 2.8.3.3.4. Purchasing media in the local area.
- 2.8.3.4. The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).

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**2.8.4. Senior Medicare Patrol (SMP) Services**

- 2.8.4.1. The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals with Medicare.
- 2.8.4.2. The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines, web-based strategies through local and statewide media channels and education outreach planning.
- 2.8.4.3. The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.
- 2.8.4.4. The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.
- 2.8.4.5. The Contractor shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).
- 2.8.4.6. The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services through expanded partnerships and a network of trained volunteers.
- 2.8.4.7. The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.
- 2.8.4.8. The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information; detect payment errors; and report questionable Medicare billing situations.

**2.8.5. Veteran Directed Care (VDC)**

- 2.8.5.1. The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.
- 2.8.5.2. The Contractor shall collaborate with and accepting referrals from:

**New Hampshire Department of Health and Human Services  
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- 2.8.5.2.1. The White River Junction Veterans Affairs Medical Center; and
- 2.8.5.2.2. The Manchester Veterans Affairs Medical Center.
- 2.8.5.3. The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
- 2.8.5.4. The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
- 2.8.5.5. The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
- 2.8.5.6. The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying a backup plans of support.
- 2.8.5.7. The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
- 2.8.5.8. The Contractor shall monitor veterans' budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.
- 2.8.5.9. The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.
- 2.8.5.10. The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.
- 2.8.5.11. The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and its policies and processes, which includes, but is not limited to:
  - 2.8.5.11.1. Monthly VDC calls.
  - 2.8.5.11.2. VDC sponsored trainings.
  - 2.8.5.11.3. VDC sponsored webinars.
- 2.8.5.12. The Contractor shall participate in VAMC quarterly program meetings.

**New Hampshire Department of Health and Human Services  
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2.8.5.13. The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

**2.8.6. Bureau of Housing Services Assessments**

2.8.6.1. The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**3. Performance Measures and Reporting Requirements**

3.1. The Contractor shall report on data collected in the Refer/Navigate system to the Department in a Department approved format, as requested.

3.2. The Contractor shall provide quarterly narrative reports regarding community partnerships and outreach as outlined by the Department.

3.3. The Contractor shall maintain a record of completed staff training and education, including Medicare training, to be made available to the Department upon request.

3.4. The Contractor shall maintain full compliance with requirements of the annual report from the Administration on Aging and agrees to enter all needed data in the database accurately and timely.

3.5. The Contractor shall develop and implement a tracking system, to be approved by the Department, and assemble required data for the NH Family Caregiver Support Program into a quarterly report, to be delivered to the Department, which must include, but is not limited to:

3.5.1. A customized report on number of staff trained in Powerful Tools for Caregivers curriculum or other evidenced-based curriculum for caregivers.

3.5.2. Number of Powerful Tools for Caregivers or other evidenced-based training session for caregivers coordinated and/or conducted annually.

3.5.3. Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.

3.5.4. Expenditures and expenses for outreach activities.

3.5.5. Average annual income of caregivers including, but not limited to, those who:

3.5.5.1. Receive grants;

3.5.5.2. Receive training;

**New Hampshire Department of Health and Human Services  
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- 3.5.5.3. Receive I & R supports;
  - 3.5.5.4. Receive counseling; or
  - 3.5.5.5. Participate in support groups;
- 3.6. The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
- 3.6.1. Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.6.2. Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.6.3. Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.6.4. Enrollment Contacts – Percentage of unduplicated enrollment contacts (i.e., contacts with one or more qualifying enrollment topics) discussed per total Medicare beneficiaries in the State.
- 3.7. The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
- 3.7.1. Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.7.2. Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.7.3. The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.
- 3.8. The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.
- 3.9. The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.
- 4. Staffing**
- 4.1. The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
  - 4.2. The Contractor shall provide staff as follows:

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B Amendment #2**

- 4.2.1. One (1) full-time equivalent (FTE) Program Manager – One (1) full-time equivalent (FTE).
- 4.2.2. Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.
- 4.2.3. Staff for the NH Family Caregiver Program at no less than one (1) FTE.
- 4.2.4. Staff for the SHIP, SMP, and MIPPA services at no less than one (1) FTE.
- 4.3. Criminal Background Check and BEAS State Registry Checks
  - 4.3.1. The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:
    - 4.3.1.1. A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.
    - 4.3.1.2. A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.
    - 4.3.1.3. A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).
  - 4.3.2. The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS State Registry check must be provided to the Department upon request by the Department.

**5. Exhibits Incorporated**

- 5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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Requirements.

- 5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6. Additional Terms**

6.1. Impacts Resulting from Court Orders or Legislative Changes

- 6.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

6.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

- 6.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

6.3. Credits and Copyright Ownership

- 6.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

- 6.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.

- 6.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 6.3.3.1. Brochures.
- 6.3.3.2. Resource directories.
- 6.3.3.3. Protocols or guidelines.

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6.3.3.4. Posters.

6.3.3.5. Reports.

6.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.

6.4. Operation of Facilities: Compliance with Laws and Regulations

6.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

6.5. Eligibility Determinations

6.5.1. If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

6.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

6.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

6.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and

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**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**7. Records**

- 7.1. The Contractor shall keep records that include, but are not limited to:
  - 7.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 7.1.2. All records must be maintained in accordance with accounting procedures and practices; which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 7.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 7.1.4. Medical records on each patient/recipient of services.
- 7.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Community Action Program Belknap and Merrimack Counties, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2022-6/30/2023</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$176,016
2. Fringe Benefits	\$64,436
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$3,000
6. Travel	\$5,000
7. Software	\$0
8. (a) Other - Marketing/Communications	\$1,000
8. (b) Other - Education and Training	\$2,000
8. (c) Other - Other (specify below)	
<i>Volunteer Activities</i>	\$1,800
<i>MCSL(Canon Copier) lease (&amp; printing cost)</i>	\$7,025
<i>Rent (Stand alone Lease for MCSL Program-incl gas &amp; elect)</i>	\$30,756
<i>Telephone</i>	\$4,200
<i>Postage</i>	\$2,600
	\$0
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$297,833</b>
<b>Total Indirect Costs</b>	<b>\$29,783</b>
<b>TOTAL</b>	<b>\$327,616</b>

Contractor Initials DS  
JA  
 Date 5/11/2022

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Community Action Program Belknap and Merrimack Counties, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2023-6/30/2024</i> Indirect Cost Rate (if applicable) <i>10.00%</i>	
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6. Travel	\$5,000
7. Software	\$0
8. (a) Other - Marketing/Communications	\$1,000
8. (b) Other - Education and Training	\$2,000
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<i>Postage</i>	\$2,600
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$297,833</b>
<b>Total Indirect Costs</b>	<b>\$29,783</b>
<b>TOTAL</b>	<b>\$327,616</b>

Contractor Initials DS  
JA  
 Date 5/11/2022

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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Leif A. Shilbrette  
 Commissioner

Deborah D. Scheetz  
 Director

105 PLEASANT STREET, CONCORD, NH 03301  
 603-271-5034 1-800-852-3345 Ext. 5034  
 Fax: 603-271-5166 TDD Access: 1-800-735-2964  
 www.dhhs.nh.gov

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into **Retroactive** amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Franconstown.	\$821,625.24	\$13,068.00	\$834,693.24

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Mason, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		<b>Total:</b>	<b>\$6,443,554.02</b>	<b>\$48,374.00</b>	<b>\$6,491,928.02</b>

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

See attached fiscal details

**EXPLANATION**

These amendments are **Retroactive** because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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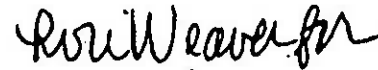
protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR; CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.,  
IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
		Subtotal	\$1,087,866.16	\$2,640.00	\$1,090,506.16

Foster Seats New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$821,625.24	\$3,240.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$840.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
		Subtotal	\$645,745.58	\$840.00	\$646,585.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,320.00	\$880,969.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,735.81	\$1,320.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,735.81	\$0.00	\$468,735.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,320.00	\$1,137,286.42

Tri County Community Action Program, Inc. (Vendor # 177193)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$150,780.29	\$360.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

Total 9365	\$6,043,214.02	\$12,000.00	\$6,055,214.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SIIP Tralacr - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

Total 3317	\$50,000.00	\$0.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

Total 2164	\$262,755.00	\$0.00	\$262,755.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SIHP Admin)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seals New Hampshire, Inc. (Vendor #177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor #177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,545.00	\$2,545.00
		Subtotal	\$0.00	\$2,545.00	\$2,545.00

**Lakes Region Partnership for Public Health (Vendor #165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Monadnock Collaborative (Vendor #159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tri County Community Action Program, Inc. (Vendor #177195)**

Class/Account	Contracts for Program Svc	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total 8925</b>	<b>\$0.00</b>	<b>\$36,374.00</b>	<b>\$36,374.00</b>
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,322.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$655,231.64	\$5,322.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$543,933.08	\$10,646.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	Subtotal	\$1,087,866.16	\$10,646.00	\$1,098,512.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$410,812.62	\$13,068.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$821,625.24	\$13,068.00	\$834,693.24

**Crafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$645,745.58	\$3,385.00	\$649,130.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	Subtotal	\$879,649.94	\$5,318.00	\$884,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	Subtotal	\$1,135,966.42	\$5,318.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.80	\$1,448.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	Subtotal	\$376,373.60	\$1,448.00	\$377,821.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$350,340.00	\$0.00	\$350,340.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

**ACCOUNTING UNIT SUMMARY**

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SYS.  
 THIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,788.01	\$12,000.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
		Subtotal	\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS.  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

MAY 06 '20 Fri 3:14 DAS

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macLori A. Shbllette  
CommissionerDeborah D. Schertz  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-3166 TDD Access: 1-800-735-1964  
www.dhhs.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 56.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners.	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94

Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		Total:	\$6,443,554.02

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

See Attached Fiscal Details

#### EXPLANATION

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.

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

- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/26/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

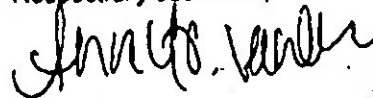
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:5, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.67% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHQAF02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.791, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Lendry  
Associate Commissioner



FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
IIHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$257,930.64	\$257,930.64
545-500387	I & R Contracts	2021	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$257,930.64	\$257,930.64
545-500387	I & R Contracts	2022	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$655,231.64	\$655,231.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$182,367.93	\$182,367.93
545-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2021	\$0.00	\$37,000.00	\$37,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$182,367.93	\$182,367.93
545-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2022	\$0.00	\$37,000.00	\$37,000.00
	Subtotal		\$0.00	\$440,735.44	\$440,735.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$450,539.75	\$450,539.75
545-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$450,539.75	\$450,539.75
545-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$340,599.58	\$340,599.58
545-500387	I & R Contracts	2021	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$340,599.58	\$340,599.58
545-500387	I & R Contracts	2022	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$821,625.24	\$821,625.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
545-500387	I & R Contracts	2021	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
545-500387	I & R Contracts	2022	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,745.58	\$645,745.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
101-500734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
101-500734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$0.00	\$879,649.94	\$879,649.94

Alanadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
101-500734	Contracts for Program Services	2021	\$0.00	\$468,733.81	\$468,733.81
545-500387	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
101-500734	Contracts for Program Services	2022	\$0.00	\$468,733.81	\$468,733.81
545-500387	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svc	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
101-500734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2021	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
101-500734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2022	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$0.00	\$376,373.60	\$376,373.60

Total 9565	\$0.00	\$6,043,314.03	\$6,043,314.03
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SHIP Trainee.) Source)

Alanadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
101-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
101-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-94-48-2010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,585.00	\$87,585.00
<b>Total 8920</b>			<b>\$0.00</b>	<b>\$87,585.00</b>	<b>\$87,585.00</b>

05-94-48-2010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal		\$0.00	\$262,755.00	\$262,755.00
<b>Total 2164</b>			<b>\$0.00</b>	<b>\$262,755.00</b>	<b>\$262,755.00</b>

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Programs Uplink-Merrimack Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$327,615.82	\$327,615.82
	2022	\$0.00	\$327,615.82	\$327,615.82
	Subtotal	\$0.00	\$655,231.64	\$655,231.64

STRAFFORD- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$220,377.72	\$220,377.72
	2022	\$0.00	\$220,377.72	\$220,377.72
	Subtotal	\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$543,933.08	\$543,933.08
	2022	\$0.00	\$543,933.08	\$543,933.08
	Subtotal	\$0.00	\$1,087,866.16	\$1,087,866.16

**Easter Seals New Hampshire, Inc. (Vendor # 177104)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$410,812.62	\$410,812.62
	2022	\$0.00	\$410,812.62	\$410,812.62
	Subtotal	\$0.00	\$821,625.24	\$821,625.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$322,872.79	\$322,872.79
	2022	\$0.00	\$322,872.79	\$322,872.79
	Subtotal	\$0.00	\$645,745.58	\$645,745.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$439,824.97	\$439,824.97
	2022	\$0.00	\$439,824.97	\$439,824.97
	Subtotal	\$0.00	\$879,649.94	\$879,649.94

**Monadnock Collaborative (Vendor # 152303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$567,983.21	\$567,983.21
	2022	\$0.00	\$567,983.21	\$567,983.21
	Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

**Tri-County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$188,186.80	\$188,186.80
	2022	\$0.00	\$188,186.80	\$188,186.80
	Subtotal	\$0.00	\$376,373.60	\$376,373.60

**Monadnock Collaborative (Vendor # 152303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$25,000.00	\$25,000.00
	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$0.00	\$50,000.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$175,170.00	\$175,170.00
	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$0.00	\$350,340.00	\$350,340.00

<b>Grand Total SFY21</b>	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Grand Total SFY22</b>	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Total Contract</b>		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS.  
 IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$2,452,788.01	\$2,452,788.01
545-500928	I & R Contracts	2021	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2021	\$0.00	\$418,000.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$2,452,788.01	\$2,452,788.01
545-500928	I & R Contracts	2022	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$0.00	\$6,043,214.02	\$6,043,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT  
 (100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

05-95-48-481010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,585.00	\$87,585.00

05-95-48-481010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal		\$0.00	\$175,170.00	\$175,170.00

Grand Total SFY21	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SFY22	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Contract		\$0.00	\$6,443,554.02	\$6,443,554.02

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Easter Seals NH, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as approved by the Governor on December 30, 2020 and presented to Executive Council as an Informational Item on February 17, 2021, (item #A), and most recently amended with Governor and Council approval on June 1, 2022, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation; to read:  
\$1,747,619.24
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training .
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #2, Article 2.8.1.2.2. through Subparagraph 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Tualta for the required criteria to meet the requirement as the education curriculum for the site;

2.8.1.3. The Contractor shall facilitate:

  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Tualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.4. through 2.8.1.4.3. to read:
  - 2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:
    - 2.8.1.4.1 Care Companion (within Tualta);

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2.8.1.4.2 Peer support; or

2.8.1.4.3 A peer mentor.

6. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.7. to read:

2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;

7. Add Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.17 through 2.8.1.18 to read:

2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.

2.8.1.17.1 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.

2.8.1.18. Reserved

8. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.3 through Article 2.8.3.3.4 to read:

2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:

2.8.3.3.1. A face-to-face meeting with community partners;

2.8.3.3.2. Outreach and education via a booth or exhibit at an event;

2.8.3.3.3. An enrollment event, or

2.8.3.3.4. An interactive web presentation.

9. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:

2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:

2.8.3.4.1. Town offices;

2.8.3.4.2. Housing sites;

2.8.3.4.3. Home health agencies;

2.8.3.4.4. Faith-based Communities and parish nurses;

2.8.3.4.5. Public libraries;

2.8.3.4.6. Fuel assistance agencies;

2.8.3.4.7. Hospital public affairs managers;

2.8.3.4.8. Pharmacies;

2.8.3.4.9. Medical practices and

2.8.3.4.10. Other Community Partners.

10. Modify Exhibit B Scope of Services Amendment #2, Paragraphs 3.5.1., through 3.5.3. to read:

3.5.1. Reserved.

3.5.2. Reserved.

3.5.3. Reserved.

11. Modify Exhibit B Scope of Services Amendment #2, Paragraph 4.2.2. through 4.2.4. to read:

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[Signature]

4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP, SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

12. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.

13. Modify Exhibit C-3 Amendment #2 Budget in its entirety with Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit C-4 Amendment #2 Budget in its entirety with Exhibit C-4 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

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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

3/31/2023

Date

DocuSigned by:

Melissa Hardy

1223A24040DF406

Name: Melissa Hardy

Title: Director, Division for Long Term Supports and Services

Easter Seals NH, Inc.

3/31/2023

Date

DocuSigned by:

Catherine Kuhn

838358ED078D42A

Name: Catherine Kuhn

Title: chief operating officer

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

OFFICE OF THE ATTORNEY GENERAL

4/3/2023

Date

DocuSigned by:  
*Robyn Guarino*  
748734844941480

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>Easter Seals New Hampshire, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2022-6/30/2023</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$259,833
2. Fringe Benefits	\$70,891
3. Consultants	\$1,836
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$2,949
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$3,000
6. Travel	\$1,844
7. Software	\$0
8. (a) Other - Marketing/Communications	\$785
8. (b) Other - Education and Training	\$2,500
8. (c) Other - Other (specify below)	
Occupancy/Rent	\$34,500
Phone/Telecommunications	\$3,768
Postage/Shipping	\$1,783
Dues/Subscriptions	\$0
Printing	\$1,097
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$384,786</b>
<b>Total Indirect Costs</b>	<b>\$41,527</b>
<b>TOTAL</b>	<b>\$426,313</b>

Contractor Initials DS  
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<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Easter Seals New Hampshire, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$298,468
2. Fringe Benefits	\$78,327
3. Consultants	\$21,386
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$2,281
6. Travel	\$630
7. Software	\$0
8. (a) Other - Marketing/Communications	\$785
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	
Occupancy	\$34,712
Phone/Telecommunications	\$3,768
Postage/Shipping	\$548
Dues/Subscriptions	\$200
Printing	\$1,270
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$442,375</b>
<b>Total Indirect Costs</b>	<b>\$44,238</b>
<b>TOTAL</b>	<b>\$486,613</b>

Contractor Initials DS  
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# 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 EASTER SEALS NEW HAMPSHIRE, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 06, 1967. 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: 61290

Certificate Number: 0005774611



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 9th day of May A.D. 2022.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Cynthia Ross, 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 Easter Seals New Hampshire, Inc., which includes Manchester Alcoholism Rehabilitation Center, a program of Easterseals NH.  
(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 October 12, 2022, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

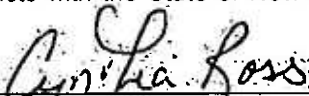
**VOTED:** That Maureen Beauregard, President & CEO; Lisabritt Solsky Stevens, Chief Govt Relations & Compliance Officer; Catherine Kuhn, Chief Operating Officer; Tina Sharby, Chief Human Resources Officer; Catherine Kuhn, Chief Operating Officer; Peter Hastings, Chief Information Officer; and Pamela Hawkes, Chief Development Officer (may list more than one person)  
(Name and Title of Contract Signatory)

are duly authorized on behalf of Easter Seals New Hampshire, Inc. and Manchester Alcoholism Rehabilitation Center 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 **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: 3/30/2023

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Cynthia Ross  
Title: Assistant Secretary



**DESCRIPTIONS (Continued from Page 1)**

Liability policy contains a special endorsement with "Primary and Non-Contributory" wording.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/8/2022

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

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

<b>PRODUCER</b> Rays Companies, Inc. 980 Washington St., Suite 325 Dedham MA 02026	<b>CONTACT NAME:</b> Tania Drigo <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> Tania.Drigo@bbrown.com <hr/> <table style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>The North River Insurance Company</td> <td>21105</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	The North River Insurance Company	21105	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						
<b>INSURED</b> Easter Seals New Hampshire, Inc 555 Auburn Street Manchester NH 03103																						

**COVERAGES** **CERTIFICATE NUMBER: 23-24 WC** **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																																
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS - COMP/OP AGG \$ _____ \$ _____																																
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____																																
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____						EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____																																
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	406-739207-7	1/1/2023	1/1/2024	<table style="width: 100%;"> <tr> <td style="width: 5%;">PER STATUTE</td> <td style="width: 5%;">OTH-ER</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td>E.L. EACH ACCIDENT</td> <td>\$</td> <td>1,000,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> <td>1,000,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> <td>1,000,000</td> <td></td> <td></td> <td></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																																						
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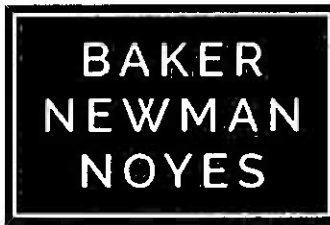
**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Evidence of Insurance

<b>CERTIFICATE HOLDER</b> State of NH Dept. of Health & Human Services 129 Pleasant St. Concord, NH 03301	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <hr/> AUTHORIZED REPRESENTATIVE James Hays/TADRIG
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**Mission:**

To provide plans of care comprised of thoughtfully integrated services that help those with varied abilities live, learn, work and play throughout their lifetimes.



**Easter Seals New Hampshire, Inc.  
and Subsidiaries**

**Consolidated Financial Statements and  
Other Financial Information**

*Years Ended August 31, 2022 and 2021  
With Independent Auditors' Report*

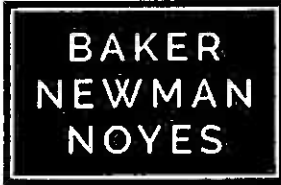
**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**

**CONSOLIDATED FINANCIAL STATEMENTS AND  
OTHER FINANCIAL INFORMATION**

For the Years Ended August 31, 2022 and 2021

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Easter Seals New Hampshire, Inc. and Subsidiaries

### *Opinion*

We have audited the consolidated financial statements of Easter Seals New Hampshire, Inc. and Subsidiaries (Easter Seals NH), which comprise the consolidated statements of financial position as of August 31, 2022 and 2021, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the consolidated financial statements (collectively, the financial statements).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Easter Seals NH as of August 31, 2022 and 2021, and the changes in their net assets, functional expenses and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### *Basis for Opinion*

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

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Easter Seals NH's ability to continue as a going concern for a period of within one year after the date that the financial statements are issued or available to be issued.

Board of Directors  
Easter Seals New Hampshire, Inc. and Subsidiaries

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Easter Seals NH's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Easter Seals NH's ability to continue as a going concern for a reasonable period of time.

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

**Other Financial Information**

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying other financial information is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Board of Directors  
Easter Seals New Hampshire, Inc. and Subsidiaries

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2022 on our consideration of Easter Seals NH's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Easter Seals NH's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Easter Seals NH's internal control over financial reporting and compliance.

Baker Newman & Noyes LLC  
Manchester, New Hampshire  
December 20, 2022

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

August 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$14,837,761	\$14,389,013
Restricted cash	79,819	82,461
Short-term investments, at fair value	10,055,639	10,681,421
Accounts receivable from related entity	394,316	-
Program and other accounts receivable	9,748,641	8,593,338
Contributions receivable, net	172,253	224,865
Prepaid expenses and other current assets	<u>907,909</u>	<u>633,702</u>
Total current assets	36,196,338	34,604,800
Assets limited as to use	1,837,445	2,357,939
Investments, at fair value	13,419,355	15,889,181
Investment in related entity	1,742	-
Other assets	349,154	378,877
Fixed assets, net	<u>27,216,243</u>	<u>29,899,801</u>
	<u>\$79,020,277</u>	<u>\$83,130,598</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Accounts payable	\$ 2,538,018	\$ 2,312,551
Accrued expenses	6,450,559	6,895,135
Deferred revenue	4,598,645	1,862,583
Current portion of interest rate swap agreement	579,174	387,067
Current portion of long-term debt	<u>1,016,962</u>	<u>1,222,914</u>
Total current liabilities	15,183,358	12,680,250
Other liabilities	2,130,322	2,682,812
Interest rate swap agreement, less current portion	416,010	1,851,184
Long-term debt, less current portion, net	<u>17,861,006</u>	<u>28,771,371</u>
Total liabilities	35,590,696	45,985,617
Net assets:		
Without donor restrictions	37,450,866	31,026,464
With donor restrictions	<u>5,978,715</u>	<u>6,118,517</u>
Total net assets	<u>43,429,581</u>	<u>37,144,981</u>
	<u>\$79,020,277</u>	<u>\$83,130,598</u>

See accompanying notes.



**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**  
**CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**

Year Ended August 31, 2022

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Public support and revenue:			
Public support:			
Contributions, net	\$ 764,760	\$ 368,967	\$ 1,133,727
Special events, net of related direct costs of \$1,018,200	1,891,609	83,710	1,975,319
Annual campaigns, net of related direct costs of \$43,900	232,664	16,362	249,026
Bequests	4,160	-	4,160
Net assets released from restrictions	<u>449,927</u>	<u>(449,927)</u>	<u>-</u>
Total public support	3,343,120	19,112	3,362,232
Revenue:			
Fees and tuition	61,914,620	-	61,914,620
Grants	31,630,150	-	31,630,150
Gain on extinguishment of debt	9,250,000	-	9,250,000
Dividend and interest income	834,614	12,543	847,157
Rental income	31,762	-	31,762
Other	<u>394,652</u>	<u>-</u>	<u>394,652</u>
Total revenue	<u>104,055,798</u>	<u>12,543</u>	<u>104,068,341</u>
Total public support and revenue	107,398,918	31,655	107,430,573
Operating expenses:			
Program services:			
Public health education	26,267	-	26,267
Professional education	160,997	-	160,997
Direct services	<u>85,247,641</u>	<u>-</u>	<u>85,247,641</u>
Total program services	85,434,905	-	85,434,905
Supporting services:			
Management and general	9,493,211	-	9,493,211
Fundraising	<u>2,154,599</u>	<u>-</u>	<u>2,154,599</u>
Total supporting services	<u>11,647,810</u>	<u>-</u>	<u>11,647,810</u>
Total functional expenses	97,082,715	-	97,082,715
Support of National programs	<u>130,276</u>	<u>-</u>	<u>130,276</u>
Total operating expenses	<u>97,212,991</u>	<u>-</u>	<u>97,212,991</u>
Increase in net assets from operations	10,185,927	31,655	10,217,582

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (CONTINUED)

Year Ended August 31, 2022

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Other non-operating expenses, gains and losses:			
Change in fair value of interest rate swap	\$ 1,243,067	\$ -	\$ 1,243,067
Net unrealized and realized losses on investments, net	(3,063,497)	(182,735)	(3,246,232)
Increase in fair value of beneficial interest in trust held by others	-	11,278	11,278
Loss on sales, disposals and impairment of fixed assets	<u>(1,941,095)</u>	<u>-</u>	<u>(1,941,095)</u>
	<u>(3,761,525)</u>	<u>(171,457)</u>	<u>(3,932,982)</u>
Increase (decrease) in net assets	6,424,402	(139,802)	6,284,600
Net assets at beginning of year	<u>31,026,464</u>	<u>6,118,517</u>	<u>37,144,981</u>
Net assets at end of year	<u>\$37,450,866</u>	<u>\$5,978,715</u>	<u>\$43,429,581</u>

See accompanying notes.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**  
**CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**

Year Ended August 31, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Public support and revenue:			
Public support:			
Contributions, net	\$ 732,689	\$ 327,971	\$ 1,060,660
Special events, net of related direct costs of \$643,937	1,171,144	208,832	1,379,976
Annual campaigns, net of related direct costs of \$42,502	418,831	37,458	456,289
Bequests	4,091	-	4,091
Net assets released from restrictions	<u>837,627</u>	<u>(837,627)</u>	<u>-</u>
Total public support	3,164,382	(263,366)	2,901,016
Revenue:			
Fees and tuition	60,020,761	-	60,020,761
Grants	33,096,374	-	33,096,374
Dividend and interest income	625,522	8,878	634,400
Rental income	29,775	-	29,775
Other	<u>549,546</u>	<u>-</u>	<u>549,546</u>
Total revenue	<u>94,321,978</u>	<u>8,878</u>	<u>94,330,856</u>
Total public support and revenue	97,486,360	(254,488)	97,231,872
Operating expenses:			
Program services:			
Public health education	42,458	-	42,458
Professional education	3,192	-	3,192
Direct services	<u>82,595,976</u>	<u>-</u>	<u>82,595,976</u>
Total program services	82,641,626	-	82,641,626
Supporting services:			
Management and general	9,427,520	-	9,427,520
Fundraising	<u>1,249,556</u>	<u>-</u>	<u>1,249,556</u>
Total supporting services	<u>10,677,076</u>	<u>-</u>	<u>10,677,076</u>
Total functional expenses	93,318,702	-	93,318,702
Support of National programs	<u>105,185</u>	<u>-</u>	<u>105,185</u>
Total operating expenses	<u>93,423,887</u>	<u>-</u>	<u>93,423,887</u>
Increase (decrease) in net assets from operations	4,062,473	(254,488)	3,807,985

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (CONTINUED)

Year Ended August 31, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Other non-operating expenses, gains and losses:			
Change in fair value of interest rate swap	\$ 658,823	\$ -	\$ 658,823
Net unrealized and realized gains on investments, net	1,830,767	201,783	2,032,550
Decrease in fair value of beneficial interest in trust held by others	-	(696)	(696)
Loss on sales and disposals of fixed assets	(40,958)	-	(40,958)
Contribution of net assets from acquisition – see Note 15	<u>702,572</u>	<u>-</u>	<u>702,572</u>
	<u>3,151,204</u>	<u>201,087</u>	<u>3,352,291</u>
Total increase (decrease) in net assets	7,213,677	(53,401)	7,160,276
Net assets at beginning of year	<u>23,812,787</u>	<u>6,171,918</u>	<u>29,984,705</u>
Net assets at end of year	<u>\$31,026,464</u>	<u>\$6,118,517</u>	<u>\$37,144,981</u>

See accompanying notes.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2022

	Program Services				Supporting Services			Total Program and Supporting Services Expenses	
	Public Health Education	Professional Education	Direct Services	Total	Management and General	Fund-Raising	Total	2022	2021
Salaries and related expenses	\$ 5,780	\$ -	\$65,741,230	\$65,747,010	\$6,336,634	\$1,061,221	\$ 7,397,855	73,144,865	\$71,102,855
Professional fees	2,613	127,466	8,234,642	8,364,721	2,066,017	335,013	2,401,030	10,765,751	10,125,183
Supplies	928	5,500	1,777,921	1,784,349	50,158	33,284	83,442	1,867,791	2,160,860
Telephone	8	-	529,613	529,621	200,186	2,696	202,882	732,503	699,817
Postage and shipping	-	229	35,031	35,260	15,776	10,447	26,223	61,483	52,684
Occupancy	-	-	2,472,697	2,472,697	354,406	58,116	412,522	2,885,219	2,798,022
Outside printing, artwork and media	1,303	-	8,519	9,822	309	37,569	37,878	47,700	20,999
Travel	-	-	1,540,938	1,540,938	13,280	864	14,144	1,555,082	1,250,785
Conventions and meetings	6	27,802	98,989	126,797	15,852	22,425	38,277	165,074	77,801
Specific assistance to individuals	-	-	1,786,297	1,786,297	556	-	556	1,786,853	1,379,563
Dues and subscriptions	-	-	17,296	17,296	11,084	955	12,039	29,335	43,126
Minor equipment purchases and equipment rentals	7,926	-	136,235	144,161	74,508	33,003	107,511	251,672	316,808
Ads, fees and miscellaneous	7,703	-	413,578	421,281	31,740	552,377	584,117	1,005,398	388,306
Interest	-	-	642,590	642,590	137,563	-	137,563	780,153	908,999
Depreciation and amortization	-	-	1,812,065	1,812,065	185,142	6,629	191,771	2,003,836	1,992,894
	<u>\$26,267</u>	<u>\$160,997</u>	<u>\$85,247,641</u>	<u>\$85,434,905</u>	<u>\$9,493,211</u>	<u>\$2,154,599</u>	<u>\$11,647,810</u>	<u>97,082,715</u>	<u>\$93,318,702</u>
	0.03%	0.16%	87.81%	88.00%	9.78%	2.22%	12.00%	100.00%	100.00%

See accompanying notes.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2021

	Program Services				Supporting Services			Total Program and Supporting Services Expenses
	Public Health Education	Profes- sional Education	Direct Services	Total	Manage- ment and General	Fund- Raising	Total	2021
Salaries and related expenses	\$ 11,096	\$ —	\$64,176,399	\$64,187,495	\$6,044,992	\$ 870,368	\$ 6,915,360	\$71,102,855
Professional fees	17,291	—	7,842,755	7,860,046	2,100,809	164,328	2,265,137	10,125,183
Supplies	790	—	1,989,877	1,990,667	131,147	39,046	170,193	2,160,860
Telephone	—	—	513,962	513,962	184,045	1,810	185,855	699,817
Postage and shipping	—	—	25,110	25,110	19,618	7,956	27,574	52,684
Occupancy	—	—	2,389,582	2,389,582	338,318	70,122	408,440	2,798,022
Outside printing, artwork and media	5,090	—	4,927	10,017	5,130	5,852	10,982	20,999
Travel	7	—	1,236,068	1,236,075	13,024	1,686	14,710	1,250,785
Conventions and meetings	—	3,192	55,272	58,464	16,905	2,432	19,337	77,801
Specific assistance to individuals	—	—	1,379,455	1,379,455	108	—	108	1,379,563
Dues and subscriptions	—	—	25,725	25,725	13,398	4,003	17,401	43,126
Minor equipment purchases and equipment rentals	775	—	153,295	154,070	158,601	4,137	162,738	316,808
Ads, fees and miscellaneous	7,409	—	222,711	230,120	84,777	73,409	158,186	388,306
Interest	—	—	764,208	764,208	144,791	—	144,791	908,999
Depreciation and amortization	—	—	1,816,630	1,816,630	171,857	4,407	176,264	1,992,894
	<u>\$ 42,458</u>	<u>\$ 3,192</u>	<u>\$82,595,976</u>	<u>\$82,641,626</u>	<u>\$9,427,520</u>	<u>\$1,249,556</u>	<u>\$10,677,076</u>	<u>\$93,318,702</u>
	0.05%	0.00%	88.51%	88.56%	10.10%	1.34%	11.44%	100.00%

See accompanying notes.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATED STATEMENTS OF CASH FLOWS

Years Ended August 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Increase in net assets	\$ 6,284,600	\$ 7,160,276
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation and amortization	2,003,836	1,992,894
Bond issuance costs amortization	6,110	6,110
(Increase) decrease in fair value of beneficial interest in trust held by others	(11,278)	696
Net loss on sales, disposals and impairment of fixed assets	1,941,095	40,958
Change in fair value of interest rate swap	(1,243,067)	(658,823)
Gain on extinguishment of debt	(9,250,000)	-
Gain on conversion of long-term debt to grant revenue	-	(1,140,000)
Net unrealized and realized losses (gains) on investments, net	3,246,232	(2,032,550)
Donor restricted contributions	(368,967)	(327,971)
Contribution of net assets from acquisition	-	(702,572)
Changes in operating assets and liabilities:		
Program and other accounts receivable	(1,155,303)	706,473
Accounts receivable from related entity	(394,316)	-
Contributions receivable	52,612	105,080
Prepaid expenses and other current assets	(274,207)	77,756
Other assets	41,001	16,437
Accounts payable and accrued expenses	(392,927)	22,693
Deferred revenue	2,736,062	496,622
Other liabilities	<u>(552,490)</u>	<u>191,374</u>
Net cash provided by operating activities	2,668,993	5,955,453
Cash flows from investing activities:		
Purchases of fixed assets	(1,453,563)	(2,184,030)
Proceeds from sale of fixed assets	366,008	20,323
Change in investments, net	(150,624)	(7,132,124)
Change in assets limited as to use	520,494	(203,417)
Investment in related entity	(1,742)	-
Cash, cash equivalents and restricted cash acquired from acquisition	<u>-</u>	<u>365,413</u>
Net cash used by investing activities	(719,427)	(9,133,835)
Cash flows from financing activities:		
Repayment of long-term debt	(1,872,427)	(1,074,073)
Proceeds from long-term debt	-	10,161,364
Donor restricted contributions	<u>368,967</u>	<u>327,971</u>
Net cash (used) provided by financing activities	<u>(1,503,460)</u>	<u>9,415,262</u>

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**  
**CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)**

Years Ended August 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Increase in cash, cash equivalents and restricted cash	\$ 446,106	\$ 6,236,880
Cash, cash equivalents and restricted cash, beginning of year	<u>14,471,474</u>	<u>8,234,594</u>
Cash, cash equivalents and restricted cash, end of year	<u>\$14,917,580</u>	<u>\$14,471,474</u>
Supplemental disclosure of cash flow information:		
Interest paid	\$ <u>742,000</u>	\$ <u>875,000</u>
Supplemental disclosure of noncash activities:		
Fixed asset purchases included in accounts payable at end of year	\$ <u>173,818</u>	\$ <u>-</u>

See accompanying notes.



## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 1. Corporate Organization and Purpose

Easter Seals New Hampshire, Inc. and Subsidiaries (Easter Seals NH) consists of various separate nonprofit entities: Easter Seals New Hampshire, Inc. (parent and service corporation); Manchester Alcoholism Rehabilitation Center (Farnum Center); Easter Seals Maine, Inc. (up to August 31, 2022); and Easter Seals Vermont, Inc. (Easter Seals VT). Additionally, Champlin Place, Inc., was formed on June 30, 2022 and is 100% owned by Easter Seals New Hampshire, Inc. Champlin Place, Inc. is the sole General Partner of Champlin Place Limited Partnership (the Partnership). Champlin Place, Inc. has a 0.01% ownership interest in the Partnership, but oversees certain management and operational aspects of the Partnership subject to the terms set forth in the limited partnership agreement. See note 16. Easter Seals New Hampshire, Inc. is the sole member of each subsidiary. Easter Seals NH is affiliated with Easter Seals, Inc. (the national headquarters for the organization).

Effective August 31, 2022, Easter Seals Maine, Inc. was dissolved, and all assets were transferred to Easter Seals New Hampshire, Inc.

Easter Seals NH's purpose is to provide plans of care comprised of thoughtfully integrated services that help those with varied abilities live, learn, work, and play throughout their lifetimes. Easter Seals NH operates programs throughout New Hampshire and Vermont.

#### 2. Summary of Significant Accounting Policies

##### Principles of Consolidation

The consolidated financial statements include the accounts of Easter Seals New Hampshire, Inc. and the subsidiaries of which it is the sole member as described in note 1. Significant intercompany accounts and transactions have been eliminated in consolidation.

##### Cash, Cash Equivalents and Restricted Cash

Easter Seals NH considers all highly liquid securities purchased with an original maturity of 90 days or less to be cash equivalents. Cash equivalents consist of cash, and money market funds, excluding assets limited as to use.

Easter Seals NH maintains its cash and cash equivalents in bank deposit accounts which, at times, may exceed amounts guaranteed by the Federal Deposit Insurance Corporation. Financial instruments which subject Easter Seals NH to credit risk consist primarily of cash equivalents and investments. Easter Seals NH's investment portfolio consists of diversified investments, which are subject to market risk. Investments that exceeded 10% of investments include the Lord Abbett Short Duration Income A Fund with a balance of \$10,055,500 and \$9,677,021 as of August 31, 2022 and 2021, respectively.

Restricted cash represents reserve accounts held by New Hampshire Housing Finance Authority (NHHFA) for insurance, taxes, replacement costs and operations as well as security deposit accounts held for tenants.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

2. Summary of Significant Accounting Policies (Continued)

The following table provides a reconciliation of cash and cash equivalents and restricted cash reported within the consolidated statements of financial position that sum to the total of the same such amounts shown in the consolidated statements of cash flows at August 31:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$14,837,761	\$14,389,013
Restricted cash	<u>79,819</u>	<u>82,461</u>
	<u>\$14,917,580</u>	<u>\$14,471,474</u>

Assets Limited as to Use and Investments

Assets limited as to use consists of cash and cash equivalents, short-term certificates of deposit with original maturities greater than 90 days, but less than one year, and investments. Investments are stated at fair value. Realized gains and losses on investments are computed on a specific identification basis. The changes in net unrealized and realized gains and losses on investments are recorded in other non-operating expenses, gains and losses in the accompanying consolidated statements of activities and changes in net assets. Donated securities are stated at fair value determined at the date of donation.

Beneficial Interest in Trust

Easter Seals NH is the beneficiary of a trust held by others recorded in other assets in the accompanying consolidated statements of financial position. Easter Seals NH has recorded as an asset the fair value of its interest in the trust and such amount is included in net assets with donor restrictions, based on the underlying donor stipulations. The change in the interest due to fair value change is recorded within other non-operating expenses, gains and losses as activity with donor restrictions.

Fixed Assets

Fixed assets are recorded at cost less accumulated depreciation and amortization. Expenditures for maintenance and repairs are charged to expense as incurred, and expenditures for major renovations are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the underlying assets. Leasehold improvements are amortized using the straight-line method over the shorter of the lease term or the estimated useful life of the asset.

Fixed assets obtained by Easter Seals NH as a result of acquisitions on or after September 1, 2011 are recorded at estimated fair value as of the date of the acquisition in accordance with generally accepted accounting principles guidance for acquisitions by a not-for-profit entity.

Donated property and equipment not subject to donor stipulated conditions is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support or, if significant uncertainties exist, as deferred revenue pending resolution of the uncertainties. In the absence of such stipulations, contributions of property and equipment are recorded as support without donor restrictions. See also note 8.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 2. Summary of Significant Accounting Policies (Continued)

##### Long-Lived Assets

When there is an indication of impairment, management considers whether long-lived assets are impaired by comparing gross future undiscounted cash flows expected to be generated from utilizing the assets to their carrying amounts. If cash flows are not sufficient to recover the carrying amount of the assets, impairment has occurred, and the assets are written down to their fair value. Significant estimates and assumptions are required to be made by management in order to evaluate possible impairment.

Certain long-lived assets were deemed impaired in 2022. See note 8. No long-lived assets were deemed impaired at August 31, 2021.

##### Bond Issuance Costs

Bond issuance costs are being amortized to interest expense using the straight-line method over the repayment period of the related bonds, or the expected time until the next refinancing, whichever is shorter. Interest expense recognized on the amortization of bond issuance costs during 2022 and 2021 was \$6,110. The bond issuance costs are presented as a component of long-term debt on the accompanying consolidated statements of financial position.

##### Revenue Recognition and Program and Other Accounts Receivable

Easter Seals NH accounts for revenues (mainly relating to fees and tuition in the accompanying consolidated statements of activities and changes in net assets) under Accounting Standards Codification (ASC) 606, *Revenue from Contracts with Customers*, and determines the amount of revenue to be recognized through application of the following steps:

- Identification of the contract with a customer;
- Identification of the performance obligations in the contract;
- Determination of the transaction price;
- Allocation of the transaction price to the performance obligations in the contract; and
- Recognition of revenue when or as Easter Seals NH satisfies the performance obligations.

Easter Seals NH determines the transaction price based on standard charges for goods and services provided, reduced by any applicable discounts, contractual adjustments provided to third-party payors, or explicit and implicit price concessions provided to groups or individuals. A performance obligation is a promise in a contract with a customer to transfer products or services that are distinct. Determining whether products and services are distinct performance obligations that should be accounted for separately or combined as one unit of accounting may require significant judgement.

A significant portion of Easter Seals NH's revenues are derived through arrangements with third-party payors that provide for payment at amounts different from its established rates. Payment arrangements include discounted charges and prospectively determined payments. As such, Easter Seals NH is dependent on these payors in order to carry out its operating activities. There is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in fees and tuition in the year that such amounts become known.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 2. Summary of Significant Accounting Policies (Continued)

Revenues are recognized when performance obligations are satisfied, or attributable to the period in which specific terms of the funding agreement are satisfied, and to the extent that expenses have been incurred for the purposes specified by the funding source. Revenue balances in excess of the foregoing amounts are deferred until any restrictions are met or allowable expenditures are incurred.

The collection of outstanding receivables from third-party payors, patients and other clients is Easter Seals NH's primary source of cash and is critical to its operating performance. The primary collection risks relate to uninsured accounts, including accounts for which the primary insurance carrier has paid the amounts covered by the applicable agreement, but individual responsibility amounts (deductibles and copayments) remain outstanding. Implicit price concessions relate primarily to amounts due directly from patients and other clients. Estimated implicit price concessions are recorded for all uninsured accounts, regardless of the aging of those accounts. Accounts are written off when all reasonable internal and external collection efforts have been performed. The estimates for implicit price concessions are based upon management's assessment of historical write-offs and expected net collections, business and economic conditions, trends in federal, state and private employer health care coverage and other collection indicators. Management relies on the results of detailed reviews of historical write-offs and collections at facilities and programs that represent a majority of revenues and accounts receivable (the "hindsight analysis") as a primary source of information in estimating the collectability of accounts receivable. Management performs the hindsight analysis regularly, utilizing rolling accounts receivable collection and write-off data. Management believes its regular updates to the estimated implicit price concession amounts provide reasonable estimates of revenues and valuations of accounts receivable. These routine, regular changes in estimates have not resulted in material adjustments to the valuations of accounts receivable or period-to-period comparisons of operations. At August 31, 2022 and 2021, estimated implicit price concessions of \$855,900 and \$1,079,600, respectively, had been recorded as reductions to program and other accounts receivable balances to enable Easter Seals NH to record revenues and accounts receivable at the estimated amounts expected to be collected.

Unconditional contributions are recognized when the promise to give is made and are recorded at the net present value of estimated future cash flows.

#### Advertising

Easter Seals NH's policy is to expense advertising costs as incurred.

#### Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the accompanying consolidated statements of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services based mainly on time records and estimates made by Easter Seals NH's management.

#### Charity Care (Unaudited)

Easter Seals NH has a formal charity care policy under which program fees are subsidized as determined by the Board of Directors. Free and subsidized services are rendered in accordance with decisions made by the Board of Directors and, at established charges, amounted to approximately \$8,099,000 and \$6,850,000 for the years ended August 31, 2022, and 2021, respectively.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 2. Summary of Significant Accounting Policies (Continued)

##### Income Taxes

Easter Seals New Hampshire, Inc., Easter Seals Maine, Inc. (prior to dissolution on August 31, 2022), Easter Seals VT and Farnum Center are exempt from both federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code, with the exception of certain federal taxes applicable to not-for-profit entities.

Tax-exempt organizations could be required to record an obligation for income taxes as the result of a tax position historically taken on various tax exposure items including unrelated business income or tax status. In accordance with U.S. GAAP, assets and liabilities are established for uncertain tax positions taken or positions expected to be taken in income tax returns when such positions are judged to not meet the "more-likely-than-not" threshold, based upon the technical merits of the position.

Champlin Place, Inc. is a for-profit organization subject to Federal and state taxes. Deferred income taxes of Champlin Place, Inc. are computed using the asset and liability method under which deferred income tax assets and liabilities are computed based on temporary differences between the financial statement and tax bases of assets and/or liabilities which will result in taxable or deductible amounts on future tax returns. Champlin Place, Inc. records a valuation allowance against any deferred tax assets when it determines it is unlikely that the tax asset will be realized. No significant deferred income taxes have been realized for Champlin Place, Inc. since the entity's inception.

Management has evaluated tax positions taken by Easter Seals New Hampshire, Inc., Easter Seals Maine, Inc., Easter Seals VT and Farnum Center on their respective filed tax returns and concluded that the organizations have maintained their tax-exempt status, do not have any significant unrelated business income, and have taken no uncertain tax positions that require adjustment to or disclosure in the accompanying consolidated financial statements. Champlin Place, Inc.'s management has determined that Champlin Place, Inc. has not taken, nor expects to take, any uncertain tax positions in any income tax return.

##### Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Estimates are used in accounting for explicit and implicit price concessions in revenue, workers' compensation liabilities and contingencies.

##### Derivatives and Hedging Activities

Accounting guidance requires that Easter Seals NH record as an asset or liability the fair value of the interest rate swap agreement described in note 11. Easter Seals NH is exposed to repayment loss equal to the net amounts receivable under the swap agreement (not the notional amount) in the event of nonperformance of the other party to the swap agreement. However, Easter Seals NH does not anticipate nonperformance and does not obtain collateral from the other party.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**2. Summary of Significant Accounting Policies (Continued)**

As of August 31, 2022, and 2021, Easter Seals NH had recognized a liability of \$995,184 and \$2,238,251, respectively, as a result of the interest rate swap agreements discussed in note 11. As a result of changes in the fair value of these derivative financial instruments, Easter Seals NH recognized an increase in net assets of \$1,243,067 and \$658,823 for the years ended August 31, 2022 and 2021, respectively, in the accompanying consolidated statements of activities and changes in net assets.

**Increase (Decrease) in Net Assets from Operations**

For purposes of display, transactions deemed by management to be ongoing, major or central to the provision of services are reported as revenue and expenses that comprise the increase (decrease) in net assets from operations. The primary transactions reported as other non-operating expenses, gains and losses include the adjustment to fair value of interest rate swaps, the change in the fair value of beneficial interest in trust held by others, gains and losses on sales, disposals and impairment of fixed assets, the contribution of assets from affiliation (see note 15) and net realized and unrealized gains and losses on investments.

**Recent Accounting Pronouncements**

In February 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842). Under ASU 2016-02, at the commencement of a long-term lease, lessees will recognize a liability equivalent to the discounted payments due under the lease agreement, as well as an offsetting right-of-use asset. Lessees (for capital and operating leases) must apply a modified retrospective transition approach for leases existing at, or entered into after, the beginning of the earliest comparative period presented in the consolidated financial statements, with certain practical expedients available. In July 2018, the FASB issued ASU 2018-10, *Codification Improvements to Topic 842, Leases*, which seeks to clarify ASU 2016-02 with respect to certain aspects of the update and ASU 2018-11, *Leases (Topic 842) – Targeted Improvements*, which provides transition relief on comparative reporting upon adoption of the ASU. The guidance is effective for Easter Seals NH on September 1, 2022. Easter Seals NH has evaluated the impact of the pending adoption of this standard on its consolidated financial statements and estimates that the right-of-use asset and operating lease liability to be recorded at September 1, 2022 will approximate \$2,807,000.

In September 2020, the FASB issued ASU No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. ASU 2020-07 enhances the presentation of disclosure requirements for contributed nonfinancial assets. ASU 2020-07 requires entities to present contributed nonfinancial assets as a separate line item in the statements of activities and disclose the amount of contributed nonfinancial assets recognized within the statements of activities by category that depicts the type of contributed nonfinancial assets, as well as a description of any donor-imposed restrictions associated with the contributed nonfinancial assets and the valuation techniques used to arrive at a fair value measure at initial recognition. ASU 2020-07 is effective for Easter Seals NH and was adopted on September 1, 2021. The adoption of this ASU did not have a significant impact on Easter Seals NH's consolidated financial statements.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 2. Summary of Significant Accounting Policies (Continued)

##### Subsequent Events

Events occurring after the statement of financial position date are evaluated by management to determine whether such events should be recognized or disclosed in the consolidated financial statements. Management has evaluated events occurring between the end of Easter Seals NH's fiscal year end and December 20, 2022, the date these consolidated financial statements were available to be issued.

#### 3. Classification of Net Assets

The following provides a description of the net asset classifications represented in the Easter Seals NH consolidated statements of financial position:

In accordance with *Uniform Prudent Management of Institutional Funds Act* (UPMIFA), net assets are classified and reported based on the existence or absence of donor-imposed restrictions. Net assets with donor restrictions include contributions and endowment investment earnings subject to donor-imposed restrictions, as well as irrevocable trusts and contributions receivable. Some donor-imposed restrictions are temporary in nature with restrictions that are expected to be met either by actions of Easter Seals NH and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources are to be maintained in perpetuity, the income from which is expendable to support all activities of the organization, or as stipulated by the donor.

Donor-restricted contributions whose restrictions are met within the same year as received are reported as support without donor restrictions in the accompanying consolidated financial statements.

In accordance with UPMIFA, Easter Seals NH considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (a) the duration and preservation of the fund; (b) the purpose of the organization and the donor-restricted endowment fund; (c) general economic conditions; (d) the possible effect of inflation and deflation; (e) the expected total return from income and the appreciation of investments; (f) other resources of the organization; and (g) the investment policies of the organization.

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of donor-imposed restrictions on net assets (i.e. the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of net assets.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

3. Classification of Net Assets (Continued)Endowment Net Asset Composition by Type of Fund

The major categories of endowment funds included in net assets with donor restrictions at August 31, 2022 and 2021 are as follows:

	<u>Original Donor Restricted Gift Maintained in Perpetuity</u>	<u>Accumulated Investment Gains</u>	<u>Total</u>
<u>2022</u>			
Other initiatives	\$1,462,085	\$ 26,757	\$1,488,842
Operations	<u>3,838,633</u>	<u>—</u>	<u>3,838,633</u>
Total endowment net assets	<u>\$5,300,718</u>	<u>\$ 26,757</u>	<u>\$5,327,475</u>
<u>2021</u>			
Other initiatives	\$1,437,096	\$227,759	\$1,664,855
Operations	<u>3,712,974</u>	<u>—</u>	<u>3,712,974</u>
Total endowment net assets	<u>\$5,150,070</u>	<u>\$227,759</u>	<u>\$5,377,829</u>

Changes in Endowment Net Assets

During the years ended August 31, 2022 and 2021, Easter Seals NH had the following endowment-related activities:

Net endowment assets, August 31, 2020	\$5,256,534
Investment return:	
Investment income, net of fees	105,151
Net appreciation (realized and unrealized), net	56,955
Contributions	41,921
Appropriated for expenditure	<u>(82,732)</u>
Net endowment assets, August 31, 2021	5,377,829
Investment return:	
Investment income, net of fees	66,470
Net appreciation (realized and unrealized), net	12,536
Contributions	96,811
Appropriated for expenditure	<u>(226,171)</u>
Net endowment assets, August 31, 2022	<u>\$5,327,475</u>



## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

3. Classification of Net Assets (Continued)

Net assets were released from donor restrictions as follows for the years ended August 31:

	<u>2022</u>	<u>2021</u>
Satisfaction of donor restrictions	\$223,756	\$754,895
Release of appropriated endowment funds	<u>226,171</u>	<u>82,732</u>
	<u>\$449,927</u>	<u>\$837,627</u>

In addition to endowment net assets, Easter Seals NH also maintains non-endowed funds. The major categories of non-endowment funds, at August 31, 2022 and 2021 are as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total Non- Endowment Net Assets</u>
<u>2022</u>			
Other initiatives	\$ 134,429	\$466,798	\$ 601,227
Operations	<u>37,316,437</u>	<u>184,442</u>	<u>37,500,879</u>
Total non-endowment net assets	<u>\$37,450,866</u>	<u>\$651,240</u>	<u>\$38,102,106</u>
<u>2021</u>			
Other initiatives	\$ 3,348,849	\$516,330	\$ 3,865,179
Operations	<u>27,677,615</u>	<u>224,358</u>	<u>27,901,973</u>
Total non-endowment net assets	<u>\$31,026,464</u>	<u>\$740,688</u>	<u>\$31,767,152</u>

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires Easter Seals NH to retain as a fund of permanent duration. Deficiencies of this nature are reported in net assets with donor restrictions. There were no deficiencies between the fair value of the investments of the endowment funds and the level required by donor stipulation at August 31, 2022 or 2021.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

3. Classification of Net Assets (Continued)Net assets with donor restrictions

Net assets with donor restrictions are available for the following purposes at August 31:

	<u>2022</u>	<u>2021</u>
Purpose restriction:		
Other initiatives	\$ 466,798	\$ 516,330
Operations	<u>47,200</u>	<u>83,514</u>
	513,998	599,844
Perpetual in nature:		
Original donor restricted gift amount and amounts required to be maintained by donor	5,307,363	5,171,595
Investments, gains and income from which is donor restricted	26,757	227,759
Beneficial interest in perpetual trust	<u>130,597</u>	<u>119,319</u>
	<u>5,464,717</u>	<u>5,518,673</u>
Total net assets with donor restrictions	<u>\$5,978,715</u>	<u>\$6,118,517</u>

Net assets with donor restrictions are managed in accordance with donor intent and are invested in various portfolios.

Investment and Spending Policies

Easter Seals NH has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that Easter Seals NH must hold in perpetuity or for a donor-specified period. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of an appropriate market index while assuming a moderate level of investment risk. Easter Seals NH expects its endowment funds to provide an average rate of return over a five-year period equal to the rate of 2% over the inflation rate. Actual returns in any given year may vary from this amount.

To satisfy its long-term rate-of-return objectives, Easter Seals NH relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). Easter Seals NH targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Easter Seals NH may appropriate for distribution some or all of the earnings and appreciation on its endowment for funding of operations. In establishing this policy, Easter Seals NH considered the objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to, so long as it would not detract from Easter Seals NH's critical goals and initiatives, provide additional real growth through new gifts and investment return.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

August 31, 2022 and 2021

**4. Liquidity and Availability**

Financial assets available for general expenditure, such as for operating expenses, and which are without donor or other restrictions limiting their use, within one year of the consolidated statements of financial position date (August 31, 2022); comprise the following:

Cash and cash equivalents	\$14,837,761
Short-term investments, at fair value	10,055,639
Program and other accounts receivable	9,748,641
Accounts receivable from related entity	394,316
Contributions receivable, net	<u>172,253</u>
	35,208,610
Investments, at fair value	<u>13,419,355</u>
	48,627,965
Less: net assets with donor restrictions	<u>(5,978,715)</u>
	<u>\$42,649,250</u>

To manage liquidity, Easter Seals NH maintains sufficient cash and cash equivalent balances to support daily operations throughout the year. Cash and cash equivalents include bank deposits, money market funds, and other similar vehicles that generate a return on cash and provide daily liquidity to Easter Seals NH. The management of Easter Seals NH has implemented a practice to establish cash reserves on hand that can be utilized at the discretion of management to help fund both operational needs and/or capital projects. As of August 31, 2022, and 2021, approximately \$10,200,000 and \$10,177,000, respectively, of cash and cash equivalents, and approximately \$10,056,000 and \$10,681,000, respectively, of investments were on-hand under this practice. Because such funds are available and may be used in current operations, they have been classified as current in the accompanying consolidated statements of financial position.

**5. Contributions Receivable**

Contributions receivable from donors as of August 31, 2022 and 2021 are \$197,962 and \$236,642, respectively, net of an allowance for doubtful accounts of \$17,329 and \$27,931, respectively. The long-term portion of contributions receivable is recorded in other assets in the accompanying consolidated statements of financial position. Gross contributions are due as follows at August 31, 2022:

2023	\$189,582
2024	3,380
2025	2,000
2026	2,000
2027	<u>1,000</u>
	<u>\$197,962</u>

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

6. Revenues

Revenue by Easter Seals NH's core programs included in fees and tuition and grants consisted of the following:

	<u>Fees and Tuition</u>	<u>Grants</u>	<u>Total</u>
<u>2022</u>			
Residential and educational services	\$33,336,907	\$ 478,631	\$33,815,538
Community based services	2,529,116	21,853,895	24,383,011
Farnum Center	5,912,587	3,175,028	9,087,615
Family support services	6,796,612	515,896	7,312,508
Senior services	4,332,135	1,567,091	5,899,226
Transportation services	3,649,934	21,928	3,671,862
Outpatient and early support services	1,030,926	1,787,197	2,818,123
Children development services	1,661,031	494,511	2,155,542
Workforce development	1,878,376	1,125	1,879,501
Other programs	<u>786,996</u>	<u>1,734,848</u>	<u>2,521,844</u>
	<u>\$61,914,620</u>	<u>\$31,630,150</u>	<u>\$93,544,770</u>
<u>2021</u>			
Residential and educational services	\$28,646,886	\$ 982,152	\$29,629,038
Community based services	2,190,706	20,537,778	22,728,484
Farnum Center	9,104,776	3,875,518	12,980,294
Family support services	7,150,066	352,915	7,502,981
Senior services	3,831,492	2,018,562	5,850,054
Transportation services	2,999,166	36,563	3,035,729
Outpatient and early support services	1,037,854	1,580,370	2,618,224
Children development services	1,922,827	587,504	2,510,331
Workforce development	2,111,411	5,831	2,117,242
Other programs	<u>1,025,577</u>	<u>3,119,181</u>	<u>4,144,758</u>
	<u>\$60,020,761</u>	<u>\$33,096,374</u>	<u>\$93,117,135</u>

Revenues related to providing health services are recorded at the contracted rate for those that involved a third-party payor and less any implicit price concession. Substantially all such adjustments in 2022 and 2021 are related to Farnum Center. A breakdown of Farnum Center's revenue reflected in fees and tuition in 2022 and 2021 from major payor sources is as follows:

	<u>2022</u>	<u>2021</u>
Private payors (includes coinsurance and deductibles)	\$1,633,018	\$ 2,845,213
Medicaid	4,279,742	6,243,173
Medicare	14,237	38,368
Self-pay	<u>24,668</u>	<u>(21,978)</u>
	<u>\$5,951,665</u>	<u>\$ 9,104,776</u>

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

6. Revenues (Continued)

In response to the coronavirus (COVID-19) pandemic, Easter Seals NH qualified for certain federal grant funding through the *Coronavirus Aid, Relief and Economic Security Act* (CARES Act) and CARES Act Provider Relief Funding. As of August 31, 2022, and 2021, Easter Seals NH received approximately \$1,846,000 and \$10,500,000, respectively, of which approximately \$900,000 and \$4,600,000, respectively, was paid to employees either in the form of bonuses for retention and recruitment or employees who qualified for the additional payments under certain programs. Easter Seals NH also entered a Payroll Protection Program loan in 2021 which was forgiven on February 2, 2022 (see note 11).

7. LeasesOperating

Easter Seals NH leases certain assets under various arrangements which have been classified as operating leases. Total expense under all leases (including month-to-month leases) was approximately \$1,200,000 and \$1,145,000 for the years ended August 31, 2022 and 2021, respectively. Some of these leases have terms which include renewal options, and others may be terminated at Easter Seals NH's option without substantial penalty. Future minimum payments required under the leases in effect at August 31, 2022, through the remaining contractual term of the underlying lease agreements, are as follows:

2023	\$ 1,077,760
2024	579,592
2025	381,288
2026	276,403
2027	231,914
Thereafter	<u>28,269</u>
Total	<u>\$ 2,575,226</u>

8. Fixed Assets

Fixed assets consist of the following at August 31:

	<u>2022</u>	<u>2021</u>
Buildings	\$ 32,931,032	\$ 34,233,240
Land and land improvements	3,930,144	4,565,183
Leasehold improvements	77,686	79,367
Office equipment and furniture	9,901,651	10,032,195
Vehicles	2,461,097	2,467,043
Construction in progress	<u>439,135</u>	<u>678,379</u>
	49,740,745	52,055,407
Less accumulated depreciation and amortization	<u>(22,524,502)</u>	<u>(22,155,606)</u>
	<u>\$ 27,216,243</u>	<u>\$ 29,899,801</u>

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**8. Fixed Assets (Continued)**

Depreciation and amortization expense related to fixed assets totaled \$2,003,836 and \$1,992,894 in 2022 and 2021, respectively.

Effective November 13, 2021, Farnum Center no longer provided certain residential treatments at its Franklin, New Hampshire location. On June 29, 2022, Easter Seals New Hampshire, Inc. was awarded a grant agreement totaling \$22,974,523 with the State of New Hampshire, Governor's Office of Emergency Relief and Recovery. This grant will support the construction of a mixed housing, supportive services, and retreat campus for veterans and their families located in Franklin, New Hampshire. Easter Seals New Hampshire, Inc. is obligated to complete the project prior to December 31, 2026. No amounts of this grant were utilized through August 31, 2022. Due to this agreement and the extensive nature of the renovation, Easter Seals New Hampshire, Inc. disposed of certain fixed assets associated with the residential treatment center that was closed in November 2021 resulting in recognition of impairment of fixed assets of approximately \$1,882,000 in the accompanying 2022 consolidated statement of activities and changes in net assets.

**9. Investments and Assets Limited as to Use**

Investments and assets limited as to use, at fair value, are as follows at August 31:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 252,648	\$ 242,131
Marketable equity securities	1,744,099	2,239,468
Mutual funds	22,406,691	25,484,877
Corporate and foreign bonds	287,951	397,883
Government and agency securities	<u>621,050</u>	<u>564,182</u>
	25,312,439	28,928,541
Less: assets limited as to use	<u>(1,837,445)</u>	<u>(2,357,939)</u>
Total investments, at fair value	<u>\$23,474,994</u>	<u>\$26,570,602</u>

The composition of assets limited as to use totaling \$1,837,445 and \$2,357,939 at August 31, 2022 and 2021, respectively, are investments under a deferred compensation plan (see note 10) at fair value.

**10. Retirement Plans**

Easter Seals NH maintains a Section 403(b) Plan (a defined contribution retirement plan), which covers substantially all employees. Eligible employees may contribute any whole percentage of their annual salary. Easter Seals NH makes a matching contribution for eligible employees equal to 100% of the participants' elective deferrals limited to 3% of the participants' allowable compensation each pay period. The combined amount of employer and employee contributions is subject by law to annual maximum amounts. The employer match was approximately \$645,000 and \$816,000 for the years ended August 31, 2022 and 2021, respectively.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**10. Retirement Plans (Continued)**

Easter Seals NH offers, to certain management personnel, the option to participate in an Internal Revenue Code Section 457 Deferred Compensation Plan to which the organization may make a discretionary contribution. The employees' accounts are not available until termination, retirement, death or an unforeseeable emergency. Easter Seals NH contributed approximately \$101,210 and \$84,000 to this plan during the years ended August 31, 2022 and 2021, respectively. The assets and liabilities associated with this plan were \$1,837,445 and \$2,357,939 at August 31, 2022 and 2021, respectively, and are included within assets limited as to use and other liabilities in the accompanying consolidated statements of financial position.

**11. Borrowings**

Borrowings consist of the following at August 31:

	<u>2022</u>	<u>2021</u>
Revenue Bonds, Series 2016A, tax exempt, issued through the New Hampshire Health and Education Facilities Authority (NHHEFA), with an annual LIBOR-based variable rate equal to the sum of (a) 0.6501 times one-month LIBOR, plus (b) 0.6501 times 2.45% (3.14% at August 31, 2022), due in annual principal payments increasing from \$49,167 to \$62,917 with a final payment of \$6,875,413 due in May 2027, secured by a pledge of all gross revenues and negative pledge of cash, investments and real estate.	\$10,061,668	\$10,643,336
Revenue Bonds, Series 2016B, tax exempt, issued through NHHEFA, with a fixed rate at 3.47%, annual principal payments continually increasing from \$17,430 to \$21,180 with a final payment of \$4,521,598 due in May 2027, secured by a pledge of all gross revenues and negative pledge of cash, investments and real estate.	5,655,563	5,897,177
Various notes payable to a bank with fixed interest rate of 2.24%, various principal and interest payments ranging from \$419 to \$1,070 payable monthly through dates ranging from September 2021 through September 2025, secured by vehicles with a net book value of \$173,523 at August 31, 2022.	174,119	256,662
Mortgage note payable to a bank with a fixed rate of 3.25%. Principal and interest of \$12,200 payable monthly, due in February 2030, secured by an interest in certain property with a net book value of \$2,691,921 at August 31, 2022.	1,995,428	2,074,653
Note payable to the City of Rochester, New Hampshire, payable in annual payments of \$16,408, including interest at 3.35% and net of \$7,290 of principal and interest loan funding grant, through July 1, 2027, secured by an interest in certain property, paid off in June 2022 at no penalty.	-	87,859
Payroll Protection Program loan, 1% interest, advance amount payable in equal monthly payments of principal and interest commencing on the first business day after the end of the deferment period (July 31, 2022), forgiven in February 2022.	-	10,000,000

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**11. Borrowings (Continued)**

	<u>2022</u>	<u>2021</u>
Note payable to NHHFA, 0% interest, repaid at the time of construction loan closing on the project or the project being determined infeasible by the Authority, in which case, the loan shall be forgiven, and no repayment expected. Paid off in July 2022 at no penalty.	\$ -	\$ 45,000
Note payable to NHHFA, 0% interest, conditional repayment terms, based off surplus cash availability, due October 2031, secured by an interest in certain property with a net book value of \$767,351 at August 31, 2022.	531,486	531,486
Note payable to NHHFA, 0% interest, conditional repayment terms, based off surplus cash availability, due March 2040, secured by an interest in certain property with a net book value of \$529,443 at August 31, 2022.	492,448	492,448
Note payable to the City of Manchester, New Hampshire, 0% interest, annual principal payable of \$4,518 on October 1 each year for 10 years through October 2026 secured by an interest in certain property with a net book value of \$767,351 at August 31, 2022.	<u>67,762</u>	<u>72,280</u>
	18,978,474	30,100,901
Less current portion	(1,016,962)	(1,222,914)
Less net unamortized bond issuance costs	<u>(100,506)</u>	<u>(106,616)</u>
	<u>\$17,861,006</u>	<u>\$28,771,371</u>

Principal payments on long-term debt for each of the following years ending August 31 are as follows:

2023	\$ 1,016,962
2024	1,020,737
2025	1,032,876
2026	1,050,365
2027	1,139,574
Thereafter	<u>13,717,960</u>
	<u>\$18,978,474</u>

Lines of Credit and Other Financing Arrangements

Easter Seals New Hampshire, Inc. has an agreement with a bank for a \$500,000 revolving equipment line, which can be used to fund the purchase of New Hampshire titled vehicles for use by Easter Seals New Hampshire, Inc. on demand. Advances are converted to term notes as utilized. The interest rate charged on outstanding borrowings is a fixed rate equal to the then Business Vehicle Rate at the time of the advance for maturities up to a five-year term. Included in long-term debt are eight notes payable totaling \$174,119 and seventeen notes payable totaling \$256,662 at August 31, 2022 and 2021, respectively, which originated under this agreement. Availability under this agreement at August 31, 2022 and 2021 is \$325,881 and \$243,338, respectively.



**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**11. Borrowings (Continued)**

On August 31, 2015, Easter Seals New Hampshire, Inc. entered into a revolving line of credit with a bank. On February 26, 2019, an amendment changed the borrowing availability from \$4 million to \$7 million (a portion of which is secured by available letters of credit of \$24,000). On July 16, 2020, an amendment changed the outstanding advances from due on demand to a firm maturity date of June 30, 2022 and the interest rate charged on outstanding borrowings was revised to be the one-month LIBOR rate plus 2.25%. On June 29, 2022, an amendment changed the interest rate charged on outstanding borrowings to be the one-month BSBY rate plus 2.25% (4.66% at August 31, 2022), and the maturity date was extended to June 30, 2023. Under an event of default, the interest rate will increase from the one-month BSBY rate plus 2.25% to the then applicable interest rate plus 5.00%. The line is secured by a first priority interest in all business assets of Easter Seals New Hampshire, Inc. with guarantees from Easter Seals Vermont, Inc. and Farnum Center. The agreement requires that collective borrowings under the line of credit be reduced to \$1,000,000 for 30 consecutive days during each calendar year. There were no amounts outstanding under this revolving line of credit agreement at August 31, 2022 and 2021.

On July 16, 2020, Easter Seals New Hampshire, Inc. entered into a revolving line of credit with a bank with borrowing availability of up to \$4 million. Outstanding advances were due upon the expiration date on November 16, 2020, and the revolving line of credit was not renewed upon expiration.

**NHHEFA 2016A and 2016B Revenue Bonds**

On December 20, 2016, Easter Seals New Hampshire, Inc. issued \$13,015,000 in Series 2016A Tax Exempt Revenue Bonds. These bonds were used to refinance the Series 2004A Revenue Bonds.

Also, on December 20, 2016, Easter Seals New Hampshire, Inc. issued \$9,175,000 in Series 2016B Tax Exempt Revenue Bonds. The bonds were issued to refinance an existing mortgage and to obtain funds for certain planned capital projects.

**Mortgage Notes Payable**

On February 18, 2015, Easter Seals New Hampshire, Inc. and Farnum Center entered into a \$2,480,000 mortgage note payable to finance the acquisition of certain property located in Franklin, New Hampshire. The initial interest rate charged is fixed at 3.25%. Monthly principal and interest payments are \$12,200, and all remaining outstanding principal and interest is due on February 18, 2030. The note is secured by the property.

Effective July 1, 2021, Easter Seals New Hampshire, Inc. has assumed responsibility of the agreement that was made between The Way Home, Inc. (the Organization) and NHHFA dated October 11, 2001 that obtained federal funding through the HOME Investment Partnership Programs (see note 15). The funds were used for improvements on 214 Spruce Street in Manchester, New Hampshire. The interest rate charged is fixed at 0.00%. As defined in accordance with the regulatory agreement that expires on October 11, 2031, repayment of the balance is conditional based on if surplus cash available exceeds 25%; until the project is sold or refinanced, or upon expiration of the regulatory agreement. So long as the Organization continues to comply with the terms of the loan to provide housing and related services to low income, nearly homeless families, the Organization will not be required to repay this loan or any interest. The note is secured by the property. No payments were made in 2022.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

August 31, 2022 and 2021

**11. Borrowings (Continued)**

Effective July 1, 2021, Easter Seals New Hampshire, Inc. has assumed responsibility for the agreement that was made between the Organization and NHHFA dated March 17, 2010. The funds were used for the acquisition, construction and permanent financing on 224 Spruce Street in Manchester, New Hampshire. The interest rate charged is fixed at 0.00%. As defined in accordance with the regulatory agreement that expires on March 17, 2040, repayment of the balance is conditional based on if surplus cash available exceeds 50%, until the project is sold or refinanced, or upon expiration of the regulatory agreement. The note is secured by the property. No payments were made in 2022.

*Notes Payable*

Effective September 1, 2018, Easter Seals New Hampshire, Inc. has assumed responsibility for the agreement that was made between The Homemakers Health Services, Inc. and the City of Rochester, New Hampshire that obtained grants and other funding commitments to fund the costs associated with the design and construction of an extension of the City of Rochester, New Hampshire's public sewer mains to service the Organization's property in Rochester, New Hampshire. The costs associated with the extension of the sewer main were \$523,298, which was funded by grants of \$181,925 and a promissory note, payable to the City of Rochester, New Hampshire of \$341,373. The promissory note bears interest at 3.35% per annum. In addition, the City of Rochester, New Hampshire was approved for a loan funding grant in the amount of \$145,798, which consisted of the loan principal funding of \$105,018 and the loan interest funding of \$40,780. A net principal promissory note payable of \$236,355 was recorded with an issue date of July 1, 2017. This note payable was repaid in full in 2022.

On June 25, 2020, Easter Seals New Hampshire, Inc. entered into a \$640,000 note payable with the State of New Hampshire Department of Health and Human Services COVID-19 Emergency Healthcare System Relief Fund (the Lender) to support critical services, costs of health care professionals and the purchase of personal protective equipment and cleaning/sanitization supplies due to the COVID-19 pandemic. At the Lender's discretion, this loan may be converted to a grant and forgiven. The Lender shall determine by November 30, 2020 whether it believes that any part of the funds being loaned should not be repaid in full. There is no interest paid to this note. In November 2020, a notification was received from the Lender that the full note amount was converted to a grant and forgiven.

On June 25, 2020, Farnum Center entered into a \$500,000 note payable with the State of New Hampshire Department of Health and Human Services COVID-19 Emergency Healthcare System Relief Fund (the Lender) to support critical services, costs of health care professionals and the purchase of personal protective equipment and cleaning/sanitization supplies due to the COVID-19 pandemic. At the Lender's discretion, this note may be converted to a grant and forgiven. The Lender shall determine by November 30, 2020 whether it believes that any part of the funds being loaned should not be repaid in full. There is no interest paid to this note. In October 2020, a notification was received from the Lender that the full note amount was converted to a grant and forgiven.

On October 14, 2020, Easter Seals New Hampshire, Inc. entered into agreement with NHHFA for a technical assistance loan in an amount not to exceed \$45,000 for the Rochester Supportive Housing Project (the project). The interest rate charged is fixed at 0.00%, and the loan shall be repaid at the time of construction loan closing on the project whether the project was financed with NHHFA funds or another funding source. Should the project not proceed to a closing, whether financed through NHHFA or another funding source, and the project be determined infeasible by NHHFA, then the loan shall be forgiven, and no repayment expected. In July 2022, this loan was been paid off by Easter Seals NH.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

August 31, 2022 and 2021

**11. Borrowings (Continued)**

Effective July 1, 2021, Easter Seals New Hampshire, Inc. has assumed responsibility for the agreement dated July 1, 2016 that was made between the Organization and the City of Manchester through the Community Improvement Program. The funds were used for facility upgrades on 214 Spruce Street in Manchester, New Hampshire. The interest rate charged is fixed at 0.00%. Annual principal payments of \$4,518 commencing October 1, 2017 can be forgiven through October 1, 2026 so long as the Organization can demonstrate the agreed-upon objectives have been achieved. On August 23, 2018, an amendment changed that the annual principal payments will be deferred from October 1, 2017 and resume October 1, 2022. The note is secured by the property.

**Payroll Protection Program Loan**

On April 16, 2021, Easter Seals NH entered into a promissory note for an unsecured loan in the amount of \$10,000,000 through the Paycheck Protection Program (PPP) established by the CARES Act and administered by the U.S. Small Business Administration (SBA). The PPP provides loans to qualifying businesses for amounts up to 2.5 times the average monthly payroll expenses of the qualifying business. The loan and accrued interest had original terms that were forgivable after the covered period as long as the borrower used the loan proceeds for eligible purposes, including payroll, benefits, rent, and utilities, and maintains its payroll levels. The amount of loan forgiveness would be reduced if the borrower terminated employees or reduced salaries during the period. The PPP loan was made for the purpose of securing funding for salaries and wages of employees that may have otherwise been displaced by the outbreak of COVID-19 and the resulting detrimental impact on Easter Seals NH's business. Any unforgiven portion of the PPP loan bears interest at 1%, with a deferral of payments for the first ten months. Beginning February 16, 2022, principal and interest payments for any unforgiven portion of the PPP loan will be due monthly through April 16, 2026. The PPP loan may be prepaid at any time without penalty. Easter Seals NH accounted for the PPP loan in accordance with the FASB ASC Topic 470 and included the full \$10,000,000 within debt in the August 31, 2021 consolidated statement of financial position. In February 2022, Easter Seals NH received approval for full forgiveness from the SBA. Upon receiving forgiveness during the year ended August 31, 2022, Easter Seals NH recognized a gain on extinguishment of long-term debt in the accompanying 2022 consolidated statement of activities and changes in net assets.

**Interest Rate Swap Agreement**

Easter Seals New Hampshire, Inc. has an interest rate swap agreement with a bank in connection with the Series 2004A NHHEFA Revenue Bonds. On December 1, 2016, an amendment to this agreement was executed in anticipation of the refinancing of the 2004A revenue bonds to change the interest rate charged from 3.54% to 3.62% and the floating rate from LIBOR times 0.67 to LIBOR times 0.6501. The swap agreement had an outstanding notional amount of \$10,061,668 and \$10,643,336 at August 31, 2022 and 2021, respectively, which reduces in conjunction with principal reductions until the agreement is terminated in November 2034.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 11. Borrowings (Continued)

The fair value of the above interest rate swap agreement totaled \$995,184 and \$2,238,251 at August 31, 2022 and 2021, respectively, \$579,174 and \$387,067 of which was current at August 31, 2022 and 2021, respectively. During the years ended August 31, 2022 and 2021, net payments required by the agreement totaled \$338,761 and \$391,075, respectively. These payments have been included in interest expense within the accompanying consolidated statements of activities and changes in net assets. See note 14 with respect to fair value determinations.

#### Debt Covenants

In connection with the bonds, lines of credit and various other notes payable described above, Easter Seals NH is required to comply with certain financial covenants including, but not limited to, minimum liquidity and debt service coverage ratios. At August 31, 2022, Easter Seals NH was in compliance with restrictive covenants specified under the NHHEFA bonds and other debt obligations.

#### 12. Donated Services

A number of volunteers have donated their time in connection with Easter Seals NH's program services and fundraising campaigns. However, no amounts have been reflected in the accompanying consolidated financial statements for such donated services, as no objective basis is available to measure the value.

#### 13. Related Party Transactions

Easter Seals NH is a member of Easter Seals, Inc. Membership fees to Easter Seals, Inc. were \$130,276 and \$105,185 for the years ended August 31, 2022 and 2021, respectively, and are reflected as support of National programs on the accompanying consolidated statements of activities and changes in net assets.

#### 14. Fair Value of Financial Instruments

Fair value of a financial instrument is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at their measurement date. In determining fair value, Easter Seals NH uses various methods including market, income and cost approaches, and utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and the risks inherent in factors used in the valuation. These factors may be readily observable, market corroborated, or generally unobservable. Easter Seals NH utilizes valuation techniques that maximize the use of observable factors and minimizes the use of unobservable factors.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 14. Fair Value of Financial Instruments (Continued)

Certain of Easter Seals NH's financial instruments are reported at fair value, which include beneficial interest held in trust, investments and the interest rate swap, and are classified by levels that rank the quality and reliability of the information used to determine fair value:

Level 1 – Valuations for financial instruments traded in active exchange markets, such as the New York Stock Exchange. Valuations are obtained from readily available pricing sources for market transactions involving identical instruments.

Level 2 – Valuations for financial instruments traded in less active dealer or broker markets. Valuations are obtained from third-party pricing services for identical or similar instruments.

Level 3 – Valuations for financial instruments derived from other methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining fair value.

The following describes the valuation methodologies used to measure financial assets and liabilities at fair value. The levels relate to valuation only and do not necessarily indicate a measure of investment risk. There have been no changes in the methodologies used by Easter Seals NH at August 31, 2022 and 2021.

#### Investments and Assets Limited as to Use

Cash and cash equivalents are deemed to be Level 1. The fair values of marketable equity securities and mutual funds that are based upon quoted prices in active markets for identical assets are reflected as Level 1. Investments in certain government and agency securities and corporate and foreign bonds where securities are transparent and generally are based upon quoted prices in active markets are valued by the investment managers and reflected as Level 2.

#### Beneficial Interest in Trust Held by Others

The beneficial interest in trust held by others has been assigned fair value levels based on the fair value levels of the underlying investments within the trust. The fair values of marketable equity securities, money market and mutual funds are based upon quoted prices in active markets for identical assets and are reflected as Level 1. Investments in marketable equity securities and mutual funds where securities are transparent and generally are based upon quoted prices in active markets are valued by the investment managers and reflected as Level 2.

#### Interest Rate Swap Agreement

The fair value for the interest rate swap liability is included in Level 3 and is estimated by the counterparty using industry standard valuation models. These models project future cash flows and discount the future amounts to present value using market-based observable inputs, including interest rates.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**14. Fair Value of Financial Instruments (Continued)**

At August 31, 2022 and 2021, Easter Seals NH's assets and liabilities measured at fair value on a recurring basis were classified as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<b>2022</b>				
Assets:				
Assets limited as to use and investments at fair value:				
Cash and cash equivalents	\$ 252,648	\$ —	\$ —	\$ 252,648
Marketable equity securities:				
Large-cap	1,284,778	—	—	1,284,778
International	459,321	—	—	459,321
Mutual funds, open-ended:				
Short-term fixed income	11,649,947	—	—	11,649,947
Intermediate-term bond fund	3,547,536	—	—	3,547,536
High yield bond fund	74,590	—	—	74,590
Foreign bond	19,577	—	—	19,577
Government securities	160,713	—	—	160,713
Emerging markets bond	376,551	—	—	376,551
International equities	1,290,322	—	—	1,290,322
Domestic, large-cap	1,058,579	—	—	1,058,579
Domestic, small-cap	118,360	—	—	118,360
Domestic, multi alt	300,029	—	—	300,029
Real estate fund	178,165	—	—	178,165
Mutual funds, closed-ended:				
Domestic, large-cap	2,794,158	—	—	2,794,158
Domestic, mid-cap	481,343	—	—	481,343
Domestic, small-cap	356,821	—	—	356,821
Corporate and foreign bonds	—	287,951	—	287,951
Government and agency securities	—	621,050	—	621,050
	<u>\$24,403,438</u>	<u>\$ 909,001</u>	<u>\$ —</u>	<u>\$25,312,439</u>
Beneficial interest in trust held by others:				
Money market funds	\$ 1,568	\$ —	\$ —	\$ 1,568
Marketable equity securities:				
Large-cap	96,378	—	—	96,378
Mutual funds:				
Domestic, fixed income	—	32,651	—	32,651
	<u>\$ 97,946</u>	<u>\$ 32,651</u>	<u>\$ —</u>	<u>\$ 130,597</u>
Liabilities:				
Interest rate swap agreement	\$ —	\$ —	\$ 995,184	\$ 995,184

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

## 14. Fair Value of Financial Instruments (Continued)

<u>2021</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets:				
Assets limited as to use and investments at fair value:				
Cash and cash equivalents	\$ 242,131	\$ -	\$ -	\$ 242,131
Marketable equity securities:				
Large-cap	1,598,724	-	-	1,598,724
International	640,743	-	-	640,743
Mutual funds, open-ended:				
Short-term fixed income	12,415,237	-	-	12,415,237
Intermediate-term bond fund	3,051,709	-	-	3,051,709
High yield bond fund	86,611	-	-	86,611
Foreign bond	22,597	-	-	22,597
Government securities	165,842	-	-	165,842
Emerging markets bond	215,384	-	-	215,384
International equities	1,559,537	-	-	1,559,537
Domestic, large-cap	1,549,560	-	-	1,549,560
Domestic, small-cap	61,390	-	-	61,390
Domestic, multi alt	819,941	-	-	819,941
Real estate fund	220,075	-	-	220,075
Mutual funds, closed-ended:				
Domestic, large-cap	4,164,781	-	-	4,164,781
Domestic, mid-cap	465,969	-	-	465,969
Domestic, small-cap	686,244	-	-	686,244
Corporate and foreign bonds	-	397,883	-	397,883
Government and agency securities	-	564,183	-	564,183
	<u>\$27,966,475</u>	<u>\$ 962,066</u>	<u>\$ -</u>	<u>\$28,928,541</u>
Beneficial interest in trust held by others:				
Money market funds	\$ 2,240	\$ -	\$ -	\$ 2,240
Marketable equity securities:				
Large-cap	88,345	-	-	88,345
Mutual funds:				
Domestic, fixed income	-	28,734	-	28,734
	<u>\$ 90,585</u>	<u>\$ 28,734</u>	<u>\$ -</u>	<u>\$ 119,319</u>
Liabilities:				
Interest rate swap agreement	\$ -	\$ -	\$2,238,251	\$ 2,238,251

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

**14. Fair Value of Financial Instruments (Continued)**

The table below sets forth a summary of changes in the fair value of Easter Seals NH's Level 3 liabilities for the years ended August 31, 2022 and 2021:

	<u>Interest Rate Swap</u>
Ending balance, August 31, 2020	\$ (2,897,074)
Change in fair value	<u>658,823</u>
Ending balance, August 31, 2021	(2,238,251)
Change in fair value	<u>1,243,067</u>
Ending balance, August 31, 2022	<u>\$ (995,184)</u>

**15. Acquisition of The Way Home**

On October 28, 2020, Easter Seals NH began providing financial and operational management to The Way Home (the Organization). On July 1, 2021, Easter Seals NH acquired the Organization for no consideration. This affiliation was accounted for in accordance with generally accepted accounting principles guidance on acquisitions by a not-for-profit entity. Upon affiliation, the Organization became a program of Easter Seals NH. The financial position of the Organization, recorded at fair value upon affiliation as of July 1, 2021, was as follows:

Assets:	
Cash and cash equivalents	\$ 257,622
Restricted cash	107,791
Program and other accounts receivable	253,631
Prepaid expenses and other current assets	11,319
Other assets	252,995
Fixed assets	<u>1,307,228</u>
Total assets	2,190,586
Liabilities:	
Accrued expenses	(28,577)
Deferred revenue	(26,307)
Other liabilities	(336,916)
Long-term debt	<u>(1,096,214)</u>
Total liabilities	<u>(1,488,014)</u>
Contribution of net assets from acquisition	<u>\$ 702,572</u>



## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2022 and 2021

#### 16. Champlin Place Limited Partnership

Champlin Place Limited Partnership (the Partnership) was formed in June 2022 as a limited partnership under the laws of the State of New Hampshire. The Partnership's purpose is to acquire, own, develop, construct and/or rehabilitate, lease, manage, and operate an apartment complex to be constructed and located at 215 Rochester Hill Road, Rochester, New Hampshire, comprised of 65 residential apartments benefiting low to moderate-income households (the Project). The Partnership's equity was contributed by its General Partner, Champlin Place, Inc., of which Easter Seals NH is the sole owner, and Housing New England Fund IV, a limited partner and unrelated party. The Partnership agreement provides for the allocation of profits and losses to the partners, proportionate to the equity contributed, as follows:

General Partner, Champlin Place, Inc. (wholly-owned by Easter Seals NH)	0.01%
Limited Partner, Housing New England Fund IV (an unrelated party)	99.99%

#### Capital Contributions

Easter Seals NH, as the sole owner of the General Partner, Champlin Place, Inc., has made its required capital contribution of \$1,742 as of August 31, 2022, which is recorded as investment in related entity in the accompanying 2022 consolidated statement of financial position. Champlin Place, Inc. is obligated to make additional capital contributions in the amount of \$155,078, which amounts are expected to be funded in October 2023.

#### Deferred Developer Fee

On June 30, 2022, Easter Seals NH entered into a Development Services Agreement for the Project, in which Easter Seals NH will earn up to \$2,272,940 as a development fee for its services in connection with the construction and development of the Project. Under the Development Services Agreement, \$250,000 was earned and recognized as other revenue by Easter Seals NH in the 2022 consolidated statement of activities and changes in net assets. The balance of the development fee will be earned on the date that the construction and development of the Project is substantially complete, and all dwelling units have been completed and are placed in service, with all balances to be paid prior to December 31, 2036.

#### Ground Lease

On June 30, 2022, Easter Seals NH entered into a ground lease with the Partnership for the land located at 215 Rochester Hill Road, Rochester, New Hampshire, with terms of 98 years from the date of execution. The Partnership will be required to pay Easter Seals NH base rent of \$37,004 per annum, commencing on January 1, 2023, and continuing on each one-year anniversary date of the lease, payable from available cash flow, as defined in the agreement. If available cash flow is insufficient to pay the full amount of the base rent for any year, the unpaid portion will accrue interest at 3.43% per annum and be payable on a cumulative basis in the first year in which there is sufficient available cash flow or capital proceeds.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

August 31, 2022 and 2021

**16. Champlin Place Limited Partnership (Continued)**

*Community Development Block Grant Loan and Agreements*

In 2022, the City of Rochester, New Hampshire was awarded a Community Development Block Grant by the Community Development Finance Authority. In turn, the City of Rochester, New Hampshire has granted a conditional grant of \$975,000 to Easter Seals NH, which in turn will loan the funds to the Partnership to pay for site work improvements and certain construction costs of the Project through a leasehold mortgage that was executed on June 30, 2022 between Easter Seals NH and the Partnership. The loan accrues no interest, and is payable to Easter Seals NH in one lump sum 30 years from the date of the note (July 2052). In the event of default of this condition, Easter Seals NH has the right to recover all of the CDBG funds expended on the Project on behalf of the New Hampshire Community Development Loan Fund. The amount of CDBG funds subject to recovery may decrease over the twenty-year period at a rate negotiated between the City of Rochester and Easter Seals NH and approved by the Community Development Finance Authority. Also as defined in the leasehold mortgage, if the Partnership performs its obligations as defined in the agreement, then repayment of the leasehold mortgage will become void, therefore requiring no repayment by the Partnership to Easter Seals NH. Because of that provision, in 2023 Easter Seals NH will recognize offsetting assets and liabilities related to the \$975,000 in funding received from the City of Rochester, New Hampshire and subsequent loan to the Partnership when cash flow associated with the grant and leasehold mortgage is expected.

*Sponsor Loan and Terms*

On June 30, 2022, in order to provide additional funding to the Partnership for upcoming site work and construction costs, Easter Seals NH entered into a \$563,607 loan agreement with the Partnership. This loan bears interest at the rate of 0% and, at August 31, 2022, no amounts had been drawn on the loan by the Partnership. If not paid earlier, all outstanding principal and interest accrued must be repaid to Easter Seals NH on June 30, 2052. Payments of principal and interest are to be made to the extent of available cash flow, as defined in the agreement. If repayment is not made within thirty days of the maturity date, or if any payment due is not paid within thirty days of the due date, then interest will be payable on any unpaid sum at the rate of 12% per annum, compounded annually, until such amount is paid, or another means of payment is arranged.

*Reimbursement Agreements*

On June 30, 2022, Easter Seals NH entered into a Reimbursement Agreement with the Partnership to reimburse Easter Seals NH for all predevelopment expenses incurred by the Project that were paid by Easter Seals NH. The Partnership acknowledged and agreed that the Partnership is solely responsible to pay all project expenses not later than the date of the closing of the Partnership's construction loan for the Project, which was July 13, 2022. As of August 31, 2022, Easter Seals NH was owed \$394,316 by the Partnership, which amount is recorded within accounts receivable from related entity in the accompanying 2022 consolidated statement of financial position.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

August 31, 2022 and 2021

**16. Champlin Place Limited Partnership (Continued)**

Further, Easter Seals NH will be paid certain amounts under a Partnership Administration Agreement, dated as of June 30, 2022 between Easter Seals NH and the Partnership, whereby Easter Seals NH will provide various administrative services in exchange for fees of \$4,875 per year beginning in 2023, increasing 3% annually beginning January 1, 2024.

**Right of Refusal and Option Agreement**

Through a Right of Refusal and Option Agreement dated June 30, 2022, the Partnership granted to Easter Seals NH certain rights of first refusal and options to purchase the Project, which, if elected, would include the 99.99% interest in the Project held by Housing New England Fund IV. As a result, Easter Seals NH has been granted an irrevocable, successive, and exclusive right of refusal to purchase the Project. Such right is exercisable for a period of 24-months beginning upon expiration of an initial 15-year compliance period, and continuing until the Partnership otherwise sells the Project.

Through a Right of Refusal and Opinion Agreement dated June 30, 2022, Housing New England Fund IV has the option to give written notice to Champlin Place, Inc. at any time following the end of the Credit Period, as defined, to require Champlin Place, Inc. to purchase the interest of Housing New England Fund IV for a price equal to the sum of: (i) \$100, (ii) the amount of any federal, state or local tax liability required to be paid (including, without limitation, any real estate transfer or franchise taxes), (iii) any costs incurred by Housing New England Fund IV in connection with the transfer of its interest, and (iv) all amounts then due and owing to Housing New England Fund IV or its affiliates under the agreement. Upon receipt of such written notice of the put option, Champlin Place, Inc. shall purchase such interest and make all payments required within 30 days. At the date of these consolidated financial statements, the put option was not eligible to be exercised by Housing New England Fund IV, and it is expected that the Credit Period will extend through December 31, 2034.

**Guaranty Agreement**

On June 30, 2022, Easter Seals NH unconditionally guaranteed due payment, performance, and fulfillment of certain obligations of the Partnership and Housing New England Fund IV. Easter Seals NH's liability is generally limited and shall not exceed \$402,000 in the aggregate, and the guaranty terminates upon the later of the 60<sup>th</sup> month anniversary of the stabilization date, as defined, and the date that the Partnership has achieved stabilized occupancy for five consecutive calendar years. However, should an operating deficit arise before the latest of permanent mortgage commencement or cost certification, as defined in the agreement, or the date the Project achieves 100% occupancy, then Easter Seals NH's obligation to advance funds to pay operating deficits shall be unlimited. At the date of these consolidated financial statements, no events or conditions have occurred that would trigger Easter Seals NH's performance under the guaranty agreement.

## **OTHER FINANCIAL INFORMATION**

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATING STATEMENT OF FINANCIAL POSITION

August 31, 2022

ASSETS

	<u>New Hampshire*</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Current assets:						
Cash and cash equivalents	\$14,819,630	\$ 520	\$ 17,611	\$ -	\$ -	\$14,837,761
Restricted cash	79,819	-	-	-	-	79,819
Short-term investments, at fair value	10,055,639	-	-	-	-	10,055,639
Accounts receivable from affiliates	-	9,187,000	573,894	-	(9,760,894)	-
Accounts receivable from related entity	394,316	-	-	-	-	394,316
Program and other accounts receivable	8,063,145	941,833	743,663	-	-	9,748,641
Contributions receivable, net	171,994	259	-	-	-	172,253
Prepaid expenses and other current assets	<u>892,299</u>	<u>2,070</u>	<u>13,540</u>	<u>-</u>	<u>-</u>	<u>907,909</u>
Total current assets	34,476,842	10,131,682	1,348,708	-	(9,760,894)	36,196,338
Assets limited as to use	1,834,925	2,520	-	-	-	1,837,445
Investments, at fair value	12,622,311	797,044	-	-	-	13,419,355
Investment in related entity	1,742	-	-	-	-	1,742
Other assets	349,154	-	-	-	-	349,154
Fixed assets, net	<u>18,914,210</u>	<u>8,214,080</u>	<u>87,953</u>	<u>-</u>	<u>-</u>	<u>27,216,243</u>
	<u>\$68,199,184</u>	<u>\$19,145,326</u>	<u>\$1,436,661</u>	<u>\$ -</u>	<u>\$(9,760,894)</u>	<u>\$79,020,277</u>

LIABILITIES AND NET ASSETS

	<u>New Hampshire*</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Current liabilities:						
Accounts payable	\$ 2,538,018	\$ -	\$ -	-	\$ -	\$ 2,538,018
Accrued expenses	6,381,470	69,089	-	-	-	6,450,559
Accounts payable to affiliates	9,760,894	-	-	-	(9,760,894)	-
Deferred revenue	4,055,463	527,793	15,389	-	-	4,598,645
Current portion of interest rate swap agreement	579,174	-	-	-	-	579,174
Current portion of long-term debt	<u>901,994</u>	<u>114,968</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,016,962</u>
Total current liabilities	24,217,013	711,850	15,389	-	(9,760,894)	15,183,358
Other liabilities	2,127,802	2,520	-	-	-	2,130,322
Interest rate swap agreement, less current portion	416,010	-	-	-	-	416,010
Long-term debt, less current portion, net	<u>11,817,107</u>	<u>6,043,899</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,861,006</u>
Total liabilities	38,577,932	6,758,269	15,389	-	(9,760,894)	35,590,696
Net assets:						
Without donor restrictions	24,296,543	11,786,295	1,368,028	-	-	37,450,866
With donor restrictions	<u>5,324,709</u>	<u>600,762</u>	<u>53,244</u>	<u>-</u>	<u>-</u>	<u>5,978,715</u>
Total net assets	<u>29,621,252</u>	<u>12,387,057</u>	<u>1,421,272</u>	<u>-</u>	<u>-</u>	<u>43,429,581</u>
	<u>\$68,199,184</u>	<u>\$19,145,326</u>	<u>\$1,436,661</u>	<u>\$ -</u>	<u>\$(9,760,894)</u>	<u>\$79,020,277</u>

\* Includes Champlin Place, Inc.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATING STATEMENT OF FINANCIAL POSITION

August 31, 2021

ASSETS

	<u>New Hampshire</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Current assets:						
Cash and cash equivalents	\$14,362,485	\$ 680	\$ 21,041	\$ 4,807	\$ -	\$14,389,013
Restricted cash	82,461	-	-	-	-	82,461
Short-term investments, at fair value	10,681,421	-	-	-	-	10,681,421
Accounts receivable from affiliates	-	8,293,852	564,017	-	(8,857,869)	-
Program and other accounts receivable	6,754,763	942,023	819,392	77,160	-	8,593,338
Contributions receivable, net	219,930	2,749	2,186	-	-	224,865
Prepaid expenses and other current assets	<u>600,915</u>	<u>12,252</u>	<u>12,684</u>	<u>7,851</u>	<u>-</u>	<u>633,702</u>
Total current assets	32,701,975	9,251,556	1,419,320	89,818	(8,857,869)	34,604,800
Assets limited as to use	2,357,939	-	-	-	-	2,357,939
Investments, at fair value	14,916,185	962,256	-	10,740	-	15,889,181
Other assets	378,877	-	-	-	-	378,877
Fixed assets, net	<u>19,285,292</u>	<u>10,536,119</u>	<u>74,328</u>	<u>4,062</u>	<u>-</u>	<u>29,899,801</u>
	<u>\$69,640,268</u>	<u>\$20,749,931</u>	<u>\$1,493,648</u>	<u>\$ 104,620</u>	<u>\$(8,857,869)</u>	<u>\$83,130,598</u>

LIABILITIES AND NET ASSETS

	<u>New Hampshire</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Current liabilities:						
Accounts payable	\$ 2,311,091	\$ 35	\$ 553	\$ 872	\$ -	\$ 2,312,551
Accrued expenses	6,596,298	298,467	20	350	-	6,895,135
Accounts payable to affiliates	4,872,222	-	-	3,985,647	(8,857,869)	-
Deferred revenue	990,620	851,279	5,792	14,892	-	1,862,583
Current portion of interest rate swap agreement	387,067	-	-	-	-	387,067
Current portion of long-term debt	<u>1,030,748</u>	<u>192,166</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,222,914</u>
Total current liabilities	16,188,046	1,341,947	6,365	4,001,761	(8,857,869)	12,680,250
Other liabilities	2,682,812	-	-	-	-	2,682,812
Interest rate swap agreement, less current portion	1,851,184	-	-	-	-	1,851,184
Long-term debt, less current portion, net	<u>22,615,261</u>	<u>6,156,110</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,771,371</u>
Total liabilities	43,337,303	7,498,057	6,365	4,001,761	(8,857,869)	45,985,617
Net assets (deficit):						
Without donor restrictions	20,884,644	12,641,512	1,401,174	(3,900,866)	-	31,026,464
With donor restrictions	<u>5,418,321</u>	<u>610,362</u>	<u>86,109</u>	<u>3,725</u>	<u>-</u>	<u>6,118,517</u>
Total net assets (deficit)	<u>26,302,965</u>	<u>13,251,874</u>	<u>1,487,283</u>	<u>(3,897,141)</u>	<u>-</u>	<u>37,144,981</u>
	<u>\$69,640,268</u>	<u>\$20,749,931</u>	<u>\$1,493,648</u>	<u>\$ 104,620</u>	<u>\$(8,857,869)</u>	<u>\$83,130,598</u>



**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**  
**CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**

Year Ended August 31, 2022

	<u>New Hampshire*</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Public support and revenue:						
Public support:						
Contributions, net	\$ 1,014,261	\$ 87,404	\$ 28,492	\$ 3,570	\$ -	\$ 1,133,727
Special events, net	1,951,633	29,142	(327)	(5,129)	-	1,975,319
Annual campaigns, net	242,613	1,555	4,404	454	-	249,026
Bequests	<u>4,160</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,160</u>
Total public support	3,212,667	118,101	32,569	(1,105)	-	3,362,232
Revenue:						
Fees and tuition	49,164,160	5,951,665	6,796,612	65,805	(63,622)	61,914,620
Grants	27,738,493	3,175,912	571,852	143,893	-	31,630,150
Gain on extinguishment of debt	5,531,044	3,595,084	51,164	72,708	-	9,250,000
Dividend and interest income	814,161	32,880	-	116	-	847,157
Rental income	31,762	-	-	-	-	31,762
Intercompany revenue	1,860,214	-	-	-	(1,860,214)	-
Other	<u>391,445</u>	<u>390</u>	<u>2,817</u>	<u>-</u>	<u>-</u>	<u>394,652</u>
Total revenue	<u>85,531,279</u>	<u>12,755,931</u>	<u>7,422,445</u>	<u>282,522</u>	<u>(1,923,836)</u>	<u>104,068,341</u>
Total public support and revenue	88,743,946	12,874,032	7,455,014	281,417	(1,923,836)	107,430,573
Operating expenses:						
Program services:						
Public health education	26,267	-	-	-	-	26,267
Professional education	160,997	-	-	-	-	160,997
Direct services	<u>67,751,508</u>	<u>10,563,928</u>	<u>6,752,825</u>	<u>264,512</u>	<u>(85,132)</u>	<u>85,247,641</u>
Total program services	67,938,772	10,563,928	6,752,825	264,512	(85,132)	85,434,905

	<u>New Hampshire*</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Supporting services:						
Management and general	\$ 9,484,776	\$ 1,105,551	\$ 710,875	\$ 30,713	\$(1,838,704)	\$ 9,493,211
Fundraising	<u>2,053,912</u>	<u>24,250</u>	<u>51,860</u>	<u>24,577</u>	<u>-</u>	<u>2,154,599</u>
Total supporting services	<u>11,538,688</u>	<u>1,129,801</u>	<u>762,735</u>	<u>55,290</u>	<u>(1,838,704)</u>	<u>11,647,810</u>
Total functional expenses	79,477,460	11,693,727	7,515,560	319,802	(1,923,836)	97,082,715
Support of National programs	<u>130,276</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>130,276</u>
Total operating expenses	<u>79,607,736</u>	<u>11,693,729</u>	<u>7,515,560</u>	<u>319,802</u>	<u>(1,923,836)</u>	<u>97,212,991</u>
Increase (decrease) in net assets from operations	9,136,210	1,180,303	(60,546)	(38,385)	-	10,217,582
Other non-operating expenses, gains and losses:						
Change in fair value of interest rate swap	1,243,067	-	-	-	-	1,243,067
Net unrealized and realized losses on investments, net	(3,081,646)	(163,551)	-	(1,035)	-	(3,246,232)
Increase in fair value of beneficial interest in trust held by others	11,278	-	-	-	-	11,278
Loss on sales, disposal and impairment of fixed assets	<u>(55,771)</u>	<u>(1,881,569)</u>	<u>(2,604)</u>	<u>(1,151)</u>	<u>-</u>	<u>(1,941,095)</u>
	<u>(1,883,072)</u>	<u>(2,045,120)</u>	<u>(2,604)</u>	<u>(2,186)</u>	<u>-</u>	<u>(3,932,982)</u>
Total increase (decrease) in net assets before effects of dissolution of affiliate	7,253,138	(864,817)	(63,150)	(40,571)	-	6,284,600
Dissolution of an affiliate	<u>(3,934,851)</u>	<u>-</u>	<u>(2,861)</u>	<u>3,937,712</u>	<u>-</u>	<u>-</u>
Total increase (decrease) in net assets	3,318,287	(864,817)	(66,011)	3,897,141	-	6,284,600
Net assets (deficit) at beginning of year	<u>26,302,965</u>	<u>13,251,874</u>	<u>1,487,283</u>	<u>(3,897,141)</u>	<u>-</u>	<u>37,144,981</u>
Net assets at end of year	<u>\$29,621,252</u>	<u>\$12,387,057</u>	<u>\$1,421,272</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$43,429,581</u>

\* Includes Champlin Place, Inc.

**EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES**  
**CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**

Year Ended August 31, 2021

	<u>New Hampshire</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Public support and revenue:						
Public support:						
Contributions, net	\$ 876,642	\$ 55,736	\$ 47,117	\$ 81,165	\$ -	\$ 1,060,660
Special events, net	1,216,723	40,522	91,639	31,092	-	1,379,976
Annual campaigns, net	436,622	6,079	12,125	1,463	-	456,289
Bequests	<u>4,091</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,091</u>
Total public support	2,534,078	102,337	150,881	113,720	-	2,901,016
Revenue:						
Fees and tuition	43,397,874	9,104,776	7,150,066	438,916	(70,871)	60,020,761
Grants	28,138,237	3,877,583	622,212	458,342	-	33,096,374
Dividend and interest income	607,365	26,794	1	240	-	634,400
Rental income	29,775	-	-	-	-	29,775
Intercompany revenue	2,171,005	-	-	-	(2,171,005)	-
Other	<u>538,083</u>	<u>-</u>	<u>11,412</u>	<u>51</u>	<u>-</u>	<u>549,546</u>
Total revenue	<u>74,882,339</u>	<u>13,009,153</u>	<u>7,783,691</u>	<u>897,549</u>	<u>(2,241,876)</u>	<u>94,330,856</u>
Total public support and revenue	77,416,417	13,111,490	7,934,572	1,011,269	(2,241,876)	97,231,872
Operating expenses:						
Program services:						
Public health education	40,035	-	1,212	1,211	-	42,458
Professional education	3,192	-	-	-	-	3,192
Direct services	<u>62,168,239</u>	<u>12,591,072</u>	<u>7,058,225</u>	<u>861,379</u>	<u>(82,939)</u>	<u>82,595,976</u>
Total program services	62,211,466	12,591,072	7,059,437	862,590	(82,939)	82,641,626

	<u>New Hampshire</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Supporting services:						
Management and general	\$ 9,414,586	\$ 1,330,879	\$ 755,146	\$ 85,846	\$ (2,158,937)	\$ 9,427,520
Fundraising	<u>1,084,072</u>	<u>18,207</u>	<u>73,153</u>	<u>74,124</u>	<u>-</u>	<u>1,249,556</u>
Total supporting services	<u>10,498,658</u>	<u>1,349,086</u>	<u>828,299</u>	<u>159,970</u>	<u>(2,158,937)</u>	<u>10,677,076</u>
Total functional expenses	72,710,124	13,940,158	7,887,736	1,022,560	(2,241,876)	93,318,702
Support of National programs	<u>105,185</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>105,185</u>
Total operating expenses	<u>72,815,309</u>	<u>13,940,158</u>	<u>7,887,736</u>	<u>1,022,560</u>	<u>(2,241,876)</u>	<u>93,423,887</u>
Increase (decrease) in net assets from operations	4,601,108	(828,668)	46,836	(11,291)	-	3,807,985
Other non-operating expenses, gains and losses:						
Change in fair value of interest rate swap	658,823	-	-	-	-	658,823
Net unrealized and realized gains on investments, net	1,919,950	110,636	-	1,964	-	2,032,550
Decrease in fair value of beneficial interest in trust held by others	(696)	-	-	-	-	(696)
Loss on sales and disposals of fixed assets	(35,216)	(5,742)	-	-	-	(40,958)
Contribution of net assets from acquisition	<u>702,572</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>702,572</u>
	<u>3,245,433</u>	<u>104,894</u>	<u>-</u>	<u>1,964</u>	<u>-</u>	<u>3,352,291</u>
Total increase (decrease) in net assets	7,846,541	(723,774)	46,836	(9,327)	-	7,160,276
Net assets (deficit) at beginning of year	<u>18,456,424</u>	<u>13,975,648</u>	<u>1,440,447</u>	<u>(3,887,814)</u>	<u>-</u>	<u>29,984,705</u>
Net assets (deficit) at end of year	<u>\$26,302,965</u>	<u>\$13,251,874</u>	<u>\$1,487,283</u>	<u>\$ (3,897,141)</u>	<u>\$ -</u>	<u>\$37,144,981</u>

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2022

	<u>New Hampshire*</u>	<u>Famum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Salaries and related expenses	\$59,016,148	\$ 7,909,493	\$6,054,385	\$ 164,839	\$ -	\$73,144,865
Professional fees	9,956,300	1,828,032	772,153	47,970	(1,838,704)	10,765,751
Supplies	1,402,773	435,168	29,343	507	-	1,867,791
Telephone	555,548	95,972	74,650	6,333	-	732,503
Postage and shipping	44,949	1,615	14,919	-	-	61,483
Occupancy	2,055,257	522,398	293,049	14,515	-	2,885,219
Outside printing, artwork and media	47,301	-	399	-	-	47,700
Travel	1,419,777	35,458	143,244	2,657	(46,054)	1,555,082
Conventions and meetings	116,866	44,568	3,625	15	-	165,074
Specific assistance to individuals	1,681,563	12,718	50,891	80,759	(39,078)	1,786,853
Dues and subscriptions	31,475	(2,275)	135	-	-	29,335
Minor equipment purchases and equipment rentals	228,853	18,230	3,334	1,255	-	251,672
Ads, fees and miscellaneous	885,403	78,016	41,875	104	-	1,005,398
Interest	562,621	217,532	-	-	-	780,153
Depreciation and amortization	<u>1,472,626</u>	<u>496,804</u>	<u>33,558</u>	<u>848</u>	<u>-</u>	<u>2,003,836</u>
	<u>\$79,477,460</u>	<u>\$11,693,729</u>	<u>\$7,515,560</u>	<u>\$ 319,802</u>	<u>\$(1,923,836)</u>	<u>\$97,082,715</u>

\* Includes Champlin Place, Inc.

## EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

## CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2021

	<u>New Hampshire</u>	<u>Farnum Center</u>	<u>Vermont</u>	<u>Maine</u>	<u>Elimin- ations</u>	<u>Total</u>
Salaries and related expenses	\$54,463,022	\$ 9,581,703	\$6,411,920	\$ 646,210	\$ -	\$71,102,855
Professional fees	9,182,159	2,141,444	829,028	143,557	(2,171,005)	10,125,183
Supplies	1,476,716	650,916	29,933	3,295	-	2,160,860
Telephone	513,556	96,374	77,986	11,901	-	699,817
Postage and shipping	44,122	1,252	6,284	1,026	-	52,684
Occupancy	1,865,409	591,596	303,110	37,907	-	2,798,022
Outside printing, artwork and media	15,847	-	3,648	1,504	-	20,999
Travel	1,086,342	53,597	136,785	18,620	(44,559)	1,250,785
Conventions and meetings	57,117	17,992	2,288	404	-	77,801
Specific assistance to individuals	1,217,642	11,114	23,172	153,947	(26,312)	1,379,563
Dues and subscriptions	29,689	12,859	28	550	-	43,126
Minor equipment purchases and equipment rentals	283,256	30,576	2,110	866	-	316,808
Ads, fees and miscellaneous	344,507	21,702	21,555	542	-	388,306
Interest	685,065	223,934	-	-	-	908,999
Depreciation and amortization	<u>1,445,675</u>	<u>505,099</u>	<u>39,889</u>	<u>2,231</u>	<u>-</u>	<u>1,992,894</u>
	<u>\$72,710,124</u>	<u>\$13,940,158</u>	<u>\$7,887,736</u>	<u>\$1,022,560</u>	<u>\$ (2,241,876)</u>	<u>\$93,318,702</u>

## 2023 Easter Seals New Hampshire, Inc. Board of Directors

Chairman

**Andrew MacWilliam**  
Partner

Assistant Treasurer

**Paul E. Voegelin, COO**  
Sheehan Phinney Bass + Green

**Rick Courtemanche**  
IBM (Ret)

**William Lambrukos**  
Sr. VP Operations  
Northeast Delta Dental

Past Chairman

**Matthew Boucher**  
President  
Airmar Technology Corp.

Secretary

**Mary Flowers**  
President  
Flowers Communication

**Eddie Edwards**  
Assistant Commissioner of the  
Department of Safety

**Lucy Lange**  
General Manager  
Manchester Radio Group

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**Bryan Bouchard**  
CMA & Assistant Professor  
Southern NH University

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Exec Dir, Business Dev & Mktg  
PROCON LLC

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**Gregory Baxter, MD**  
President, Elliot Health System

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Partner  
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**Richard Rawlings**  
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## 2023 Easter Seals New Hampshire, Inc. Board of Directors

**Linda Roth**  
Long Term Care (Ret)

**Rob Wieczorek**  
President, Wieczorek Insurance

**Nathan Saller**  
President & CEO  
Bellwether Community Credit Union

General Counsel & Assistant  
Secretary (non-voting member)  
**Bradford Cook, Esq.**  
Sheehan Phinney

**Sanjeev Srinivasan**  
VP, Corporate Dev & Strategy  
Hypertherm

**Timothy Wade**  
Regional President  
M&T Bank





## Maureen Ann Beauregard

### Professional Expertise

Visionary/Tenacious	Strong Financial Acumen
Strategic Planning	Entrepreneur/Builder
Community Relationships	Experienced Communicator
Organizational Capacity Building	Team Building & Leadership

### Professional Experience

November 1991–2019 Families in Transition

January 2018–2019  
President, Families in Transition – New Horizons – Manchester NH

#### Key Accomplishments

- Merged Families in Transition with the State's largest shelter and food pantry.
- Successfully led board strategy for combined organization.
- Developed and led public awareness and acceptance of combined organization.
- Merger resulted in being the State's largest organization in the provision of shelter, housing, food and services for homeless families and individuals.

December 2017 – June 2018  
Receiver of Serenity Place – Manchester, NH

#### Key Accomplishments

- Successfully navigated complex negotiations with the dissolution and replacement of critical substance use disorder program with the NH Charitable Trust office.
- Brought together key political leaders, businesses and NH's not-for-profit sector.

November 1991 – December 2017  
President & Founder – Manchester, NH

#### Key Accomplishments:

- Began as a program providing housing and services to 5 women and their children.
- Currently, providing housing to 1,328 families and individuals and 138,000 meals annually.
- Developed housing and services programs in four geographic regions: Manchester, Concord, and Dover & Wolfeboro.
- Developed \$38M in Assets and a \$14M Annual Budget. Facilities developed with alternative financing structures that include varied layering structures resulting in affordability for the organization and those it serves.

### Contact

### Community Service

- NH Charitable Foundation – Member, Board of Directors, Current
- NH Interagency Council to End Homelessness – Past Chairperson; Board of Directors, 2015
- Leadership New Hampshire; 2010
- Housing Action New Hampshire – Past Council Member, 2009
- Greater Manchester Chamber of Commerce – Past Member, Board of Directors, 2009

### Awards and Honors

- Greater Manchester Chamber of Commerce's Citizen of the Year, 2018
- Southern New Hampshire University, Loeffler Award, 2018
- University of New Hampshire, Granite State Award, 2018
- Business NH Magazine's Nonprofit of the Year, 2013

- Personally Authored and awarded +\$20M in HUD funding from 1995 – 2008.
- Developed 272 housing units and 199 shelter beds.
- Specialty Programs developed:
  1. Willows Substance Use Treatment Center – Outpatient and Intensive Outpatient services. Use of 3<sup>rd</sup> party insurance and state billing. Negotiations with State of NH.
  2. Two Transitional Living Programs, one for men and one for women. Use of 3<sup>rd</sup> party insurance and state billing. Negotiations with the State of NH.
  3. Recovery Housing - Safe housing for Moms with Children who are recovering from substance use disorder. Negotiated with State of NH.
  4. Open Doors – In-home substance use disorder services for parent(s) and therapeutic services for children.
  5. Connections to Recovery – 4 Geographic area outreach to homeless with substance use disorder. SAMSHA \$1.5M.
- Acquired Organizations Include:
  1. Manchester Emergency Housing, 2012. Developed and expanded new family shelter that also includes a Resource Center in 2015.
  2. New Hampshire Coalition to End Homelessness, 2014. Elevated organization as a leader in advocacy, research and training on behalf of homeless families and individuals.
- Organization developed to assist Families in Transition – New Horizons with double bottom line of assisting with financial sustainability and deeper mission impact include:
  1. Housing Benefits, 2009. A not for profit organization and federally designated Community Housing Development Organization that is prioritized in receiving 10% of federal funds for housing related activities. Acts as the property management company and housing development arm of Families in Transition – New Horizons. Both the property management and developer fees assist with the organization's sustainability.
  2. OutFITters Thrift Store, 2003. An LLC entrepreneurial business venture that provides profits and management fees to provide unrestricted resources for Families in Transition's mission. Assists in the sustainability of the organization and is the entry point for in-kind donors who become volunteers and eventually provide financial support the organization through financial donations.
  3. Wilson Street Condo Association, 2018. Development of housing and commercial real estate, \$3.9M. A project that houses a collaborative effort amongst four not-for profit organizations with a focus on a substance use disorder. Provides property management and developer fees to assist

- New Hampshire Business Review's Outstanding Women in Business, 2011
- Key to The City of Manchester by Mayor Robert Baines, 2005
- National Association of Social Workers, Citizen of the Year, 2005
- NH Business Review's Business Excellence Award, 2004
- Walter J. Dunfee Award for Excellence in Management, Organizational, Award, 2004
- NH Commission on the Status of Women – Women's Recognition Award, 2003
- New Hampshire Housing Finance Authority, Best Practices in Housing Development, 2003

in organization's sustainability.

4. Antoinette Hill Condo Association, 2019. Purchase of housing units, \$1.6M. Provides property management and developer fees to assist in organization's sustainability.
5. Hope House, 2018. With a majority of gifts from two individuals, developed and implemented first shelter for families in the lakes region. The facility includes a commercial rental component of cell antennae and business rental income utilized to assist with the organizations sustainability.

**November 1987 – March 1991**

Child Protective Service Worker II

Portsmouth, NH

State of New Hampshire, Division for Children and Youth Services

#### Professional Expertise

Bachelor of Science University of New Hampshire, 1987

Masters of Arts Community Development Policy and Practice, University of New Hampshire, 2021

#### References

Available Upon Request

## **Tina M. Sharby, PHR**

**Human Resources Professional with multi-state experience working as a strategic partner in all aspects of Human Resources Management.**

### **Areas of expertise include:**

**Strong analytical and organizational skills  
Ability to manage multiple tasks simultaneously  
Employment Law and Regulation Compliance  
Strategic management, mergers and acquisitions**

**Problem solving and complaint resolution  
Policy development and implementation  
Compensation and benefits administration**

## **PROFESSIONAL EXPERIENCE**

### **Chief Human Resources Officer 2012-Present**

**Senior Vice President Human Resources  
Easter Seals, NH, VT, NY, ME, RI, Harbor Schools & Farnum Center  
1998-2012**

**Reporting directly to the President with total human resources and administration.  
Responsible for employee relations, recruitment and retention, compensation, benefits, risk management, health and safety, staff development for over 2100 employees in a six state not-for-profit organization. Developed and implemented human resources policies to meet all organizational, state and federal requirements. Research and implemented an organizational wide benefits plan that is supportive of on-boarding and retention needs.**

**Developed and implemented a due diligence research and analysis system for assessing merger and acquisition opportunities. Partnered with senior staff team in preparation of strategic planning initiatives.**

**Member of the organizations Compliance Committee, Wellness Committee and Risk Management Committee. Attended various board meetings as part of the senior management team, and sit on the investment committee of the Board of Directors for Easter Seals NH, Inc.**

**Human Resources Director  
Moore Center Services, Inc., Manchester, NH  
1986-1998**

**Held progressively responsible positions in this not-for-profit organization of 450 employees. Responsible for the development and administration of all Human Resources**

activities. Implemented key regulatory compliance programs and developed innovative employee relations initiatives in a rapidly changing business environment. Lead the expansion of the Human Resources department from basic benefit administration to becoming a key advisor to the senior management.

Key responsibilities included benefit design, implementation and administration; workers compensation administration; wage and salary administration, new employee orientation and training; policy development and communication; retirement plan administration; budgetary development; and recruitment.

## **EDUCATION**

Bachelor of Science Degree, Keene State College, 1986  
Minor in Human Resources and Safety Management  
MS Organizational Leadership, Southern NH University (in process)

## **ORGANIZATIONS**

Manchester Area Human Resource Association  
Diversity Chair 2010  
Society for Human Resource Management  
BIA Human Resources  
Health Care & Workforce Development Committee 2009, 2010

## Claire H. Gagnon, CPA

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### Experience

#### **Easterseals New Hampshire Manchester, NH**

##### **Senior Vice President/Controller**

**June 2007 – Current**

- Supervise Senior level Accounting and Payroll staff and departments.
- Manage all accounting functions while ensuring the practice of net asset accounting in a multi-corporate multi-state growing environment.
- Serve as a member of the Senior Management team and participate in strategic planning for the organization.
- Serve as the management liaison to the board and audit committees, assisting the CFO as needed; effectively communicate and present critical financial matters at select board of trustees and committee meetings.
- Establish systems to ensure compliance with the requirements of: GAAP, Circular A-133, Federal and State agencies.
- Oversee preparation of all internal financial reporting to ensure accuracy, timeliness, and relevance.
- Oversee budget planning process, projections and variance analysis.
- Ensure the preparation of all required external reports for all entities ie; IRS form 990's.
- Oversee grants reporting functions.
- Oversee internal controls to include checks and balances, system testing, and procedure documentation and compliance with GAAP and other applicable standards.
- Oversee cash management system to include daily short-term investing and borrowing and cash flow forecasts.
- Perform financial analysis to include assessments for new projects and program initiatives.
- Explore and implement best practices and bench marking tools for related business functions.

#### **ShootingStar Broadcasting of NE, LLC Derry, NH**

##### **Director of Finance**

**September 2005 – February 2007**

- Manage monthly financial statements and General Ledger Closing process. Includes reporting to outside sources; i.e., lenders and investors.
- Manage accounting staff and all aspects of accounting and business office.
- Prepare and/or review cash activity reports used in cash management on a weekly basis.
- Prepare departmental budgets and forecasts. Revise forecasts quarterly to monitor station's financial position.
- Manage Human Resource function for up to 60 employees, including managing union contractual obligations.
- Supervise credit and collection procedures for accounts receivable.
- Manage insurance and other vendor-related issues. Successfully replaced both employee benefits provider as well as 401(k) administrators.
- Manage FCC compliance requirements.
- Manage barter activity and activity reporting.

**Claire H. Gagnon, CPA**

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**Daniel Webster Council, Boy Scouts of America, Inc.**

Manchester, NH

**Controller**

**1997 – September 2005**

- Produce all monthly financial reports and monitor Council's financial position.
- Plan, develop and monitor the annual budget.
- Prepare all financial schedules for annual audit and assist with necessary tax filings.
- Participate and advise on the Investment Committee of the Council as well as prepare reports on a quarterly basis summarizing the activity in the \$13M endowment.
- Member of Management Team which is responsible for the administration of policies and procedures of the corporation.
- Prepare all payroll returns and year-end reports.
- Manage accounting staff and oversee accounts payables and receivables.
- Administer benefit programs including but not limited to 403(b) and insurance programs for over 40 employees.
- Serve Council in other capacities on various committees with business leaders in the community.

**Lynne M. Hudson, PC**

Andover, MA

**Manager**

**1994 – 1997**

- Supervise Audit, Reviews and Compilations.
- Prepare and review corporate, personal, fiduciary and payroll tax returns.
- Perform year-end inventory audits on Manufacturing companies.
- Serve as liaison for audits between IRS and Business, as well as personal clients.
- Perform year-end tax projections, tax planning and Management Advisory Services.
- Hire, train, Staff Development and Performance reviews.

**Creelman & Smith**

Boston, MA

**Senior Accountant**

**1992 – 1994**

- Preparation of Corporate, Personal and Non-Profit tax returns.

**Smith Batchelder & Rugg**

Manchester, NH

**Senior Accountant**

**1988 - 1992**

- Preparation of Corporate, Personal and Non-Profit tax returns.
- Staff auditor for various companies including financial, service and manufacturing industries.

**Volunteer**

Board Treasurer, New Hampshire Legal Assistance

Member.100 Women Who Care

Tax Preparer AARP

Graduate Leadership Greater Manchester 2019

**2014-2018**

**Education**

Plymouth State College, B.S. Accounting, May 1987

CPA Certified 1991

Granite State College, Leadership Academy, September 2015



# LISABRITT SOLSKY, JD, CHIE

x

Trusted public sector executive leader specializing in healthcare, equity and the intersectional holistic health needs of individuals and families. Expertise in program design, implementation, and oversight. Recognized for process improvement and operational effectiveness within financially constrained enterprises. Data-driven decision maker skilled in relationship building. Valued for building dynamic and loyal teams that achieve superior, collaborative results for constituencies. Best suited for mission driven organizations.

## EXPERTISE

- Strong New Hampshire public sector relationships
- Organizational strategy
- Policy development
- Government regulation & compliance
- Managed Care Operations
- Deep Medicaid service, eligibility and finance knowledge
- Government affairs
- State budgeting

## EXPERIENCE

### JUNE 2020-PRESENT

#### VICE PRESIDENT OF STRATEGY AND CORPORATE DEVELOPMENT, GRANITE STATE INDEPENDENT LIVING

Reporting to the CEO and responsible for creating multi-faceted roadmap for non-profit modernity and sustainability at the state's only Center for Independent Living that provides comprehensive services to individuals who experience disability. Portfolio includes strategic business development, advocacy, fundraising, events, donor management and communications. ACCOMPLISHMENTS: Procured multiple grants in first several months of tenure totaling \$100k; Oversaw acquisition of new business enterprise; Managed 2 website overhauls and redesigns; Supported other departments in collecting, analyzing and using data to drive decisions; Secured place in Business Development Learning Collaborative through NCIL; Wrote corporate COVID-19 policy; Assumed responsibility for corporate weekly newsletter making it a relevant, informative source of information and corporate communication.

### MARCH 2015 – SEPTEMBER 2019

#### EXECUTIVE DIRECTOR, WELL SENSE HEALTH PLAN

Reporting to the CEO, this role is the most senior position on the ground, leading day-to-day operations of the state's largest and only not-for-profit Medicaid managed care organization. Maintained corporate relationships with government, regulators, thought leaders, legislators, community organizations, vendors and healthcare providers and systems. Set and implemented health plan strategy consistent with corporate financial and performance goals. Served on corporate executive team with chiefs. Led office of 65 employees across clinical, provider, operations, compliance and customer care domains.

ACCOMPLISHMENTS: Co-led successful drafting and submission of bid for second five-year, \$400M contract; established strategic partnerships with Families In Transition/New Horizons; advised legislative commission that reauthorized Medicaid adult expansion; rated a Best

Company to Work For by Business NH Magazine 2017 and 2018, and number one female led not-for-profit by Business NH Magazine 2016.

**MARCH 2000 – FEBRUARY 2015**

**DEPUTY MEDICAID DIRECTOR, NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Served for seven years as Deputy Medicaid Director managing a portfolio that included managed care operations, data & analytics, health planning & research, State Plan & policy, government affairs, provider relations, member services and Children's Health Insurance Program (CHIP). Led team of 8-9 direct reports and supported Medicaid Director and Commissioner.

For eight years prior, served as General Counsel and Administrator in Division of Family Assistance, Estate Recovery, Office of Reimbursements and Administrative Rules Unit, providing policy support for programs of public assistance, managing an active probate and trust practice, and overseeing adoption of all departmental regulations.

**ACCOMPLISHMENTS:** successfully transformed the CHIP program to an MCHIP, saving the state millions of dollars while simultaneously expanding the breadth and depth of coverage for low-income children, launched the state's first mandatory Medicaid managed care program, oversaw publication of scholarly research on the health of New Hampshire's most vulnerable citizens.

**1997 – 2000**

**STAFF ATTORNEY, MERRIMACK VALLEY LEGAL SERVICES**

**1996 – 1997**

**LEGAL ADVOCATE & VOLUNTEER COORDINATOR, DOVE, INC.**

## **EDUCATION**

**JURIS DOCTOR, UNIVERSITY OF THE DISTRICT OF COLUMBIA, DAVID A. CLARKE SCHOOL OF LAW**

One of the nation's only public interest law schools and an HBCU.

**BACHELOR OF ARTS, UNIVERSITY OF MASSACHUSETTS, AMHERST**

Major in English, minor in Women's Studies. Participated in National Student Exchange Program. Lived and worked in fully functioning co-operative dormitory; served on dorm house council for 3 semesters.

## **DISTINCTIONS**

Member Massachusetts Bar Association (retired)

Member New Hampshire Bar Association (inactive)

Earned America's Health Insurance Plans Certified Health Insurance Executive credential (2016)

Business NH Magazine Top Woman-Led Business recognition (2016)

Business NH Magazine Best Company to Work For (2017 & 2018)

Business and Industry Association "Above and Beyond Award" recipient (2011)

Manchester Union Leader 40 Under Forty honoree (2010)

Leadership New Hampshire (2008)

## **CIVIC ENGAGEMENT**

Member New Hampshire Governor's Interagency Council on Homelessness (2018-2021)

Board of Directors, New Hampshire Public Health Association (2020 to present)

NH COVID-19 Equity Task Force (2020-present) led "Justice Involved" Workgroup promoting needs/interests of incarcerated people vis-à-vis COVID-19

Board of Directors, NH Women's Foundation F/K/A Women's Initiative (2010 – 2015)

Leadership NH Selection Committee (2014 – 2018)

NH Bar Association Lawyer & Judge In Every School (2006, 2007)

# CATHY KUHN, PhD

Louisville, KY

## STRATEGIST | COMMUNITY RELATIONS | NONPROFIT MANAGEMENT

Agile, innovative leader with a proven record of accomplishments, creating long-standing trust and respect from executives, staff, key stakeholders, and media. Results-oriented professional with a natural ability to motivate others to achieve desired outcomes. Knowledgeable and articulate advocate with a proven track record of results

### *Signature Achievements & Competencies*

- Doubled budget of the Metropolitan Housing Coalition in one year with private foundation grants and contracts.
- Managed over \$4 million in local, federal and state funding sources at Families in Transition. Secured over \$400,000 in private foundation grants in 2019, over \$500,000 in private foundation grants in 2018, as well as a new federal grant for \$1.5 million over five years.
- Provided strategic direction for all agency activities including Emergency Shelter and Housing Services, Research and Evaluation, Marketing and Communications, Resource Development, Grants Management, Property Management and Housing Development.
- Served as subject matter expert on the issue of homelessness across the state of New Hampshire. Currently serve as subject matter expert for TV, radio and print media on a range of issues related to safe and affordable housing in Louisville, KY.
- Develop and foster strong relationships with city, state, federal and corporate partners.
- Served as the Chairperson of the NH Governor's Interagency Council of Homelessness, appointed by Governor Hassan and Governor Sununu.

## PROFESSIONAL HIGHLIGHTS

### EXECUTIVE DIRECTOR

#### Metropolitan Housing Coalition Louisville, KY | October 2020 - Present

- Responsible for all aspects of agency operations including board development and engagement, financial management and forecasting; fundraising; strategic planning; communications and marketing; outcomes and evaluation.
- Leader in advocacy regarding all aspects of affordable housing including fair housing; vacant and abandoned properties; land development code reform; utility insecurity.
- Led successful application for national affordable housing learning collaborative. Louisville was 1 in 8 cities selected for participation in the Housing Solutions Collaborative in partnership with over 10 local organizations.
- Received \$120,000 research grant to investigate interventions to reduce the high rate of evictions in Louisville.
- Serve as local expert on issues related to affordable housing, participating on dozens of local housing committees and panels, as well as key spokesperson for TV, print, and radio media.

PROFESSIONAL HIGHLIGHTS - CONTINUED

HOUSING DEVELOPMENT CONSULTANT  
Easter Seals NH, VT and ME | January-July 2021

- Provide consultation to Easter Seals NH on acquisition of new permanent supportive housing projects for people experiencing homeless in New Hampshire.
- Provide assistance to Easter Seals NH on the development of new affordable housing in Northern New England.
- Provide consultation to Easter Seals NH on Property Management processes and funding compliance.

PROFESSIONAL HIGHLIGHTS - CONTINUED

CHIEF STRATEGY OFFICER/INTERIM TEAM EXECUTIVE DIRECTOR  
Families in Transition Manchester, NH | Oct 2019-June 2020  
*VP, Research and Training (2009-2019) Director, Housing Development (2007-2008)*

- Appointed Interim Team Leader after departure of agency founder in October 2019. Assigned supervisory responsibilities for staff and departments formerly supervised by the former President including Property Maintenance and Housing Development, Resource Development, and Marketing and Communications.
- Led the agency through the COVID-19 pandemic, successfully and immediately standing up the city's only decompression and quarantine site for people experiencing homelessness. Ensured a safe working environment for all staff and a safe living environment for over 500+ people per night.
- Core member of senior management team providing strategic direction and operational management for organization with \$13M budget and 200+ staff, operating programs in four cities and towns in New Hampshire.
- Provided strategic direction for Emergency Shelter and Housing Intake, Research and Evaluation, Marketing and Communications, Resource Development, Grants Management, Property Management and Housing Development.
- Acted as agency spokesperson.
- Led fundraising, construction and programmatic development of new emergency shelters and permanent supportive housing programs across New Hampshire.
- Acted as the direct supervision to 11 staff at all levels ranging from senior management, mid-management, frontline, administration and 1 VISTA (Volunteer in Service to America).
- Provided strategic guidance in the merger of the organization with another large nonprofit and provided oversight for the rebranding process.
- Successfully started Housing Benefits, an independent Community Housing Development Organization (CHDO) and ensured compliance with 501c3 and CHDO requirements.
- Managed the maintenance and administration of existing and new housing projects.
- Led agency evaluation efforts on existing programs and services to ensure fidelity with evidence-based models.
- Led high quality training and educational forums for both staff and citizens on existing research regarding homelessness and the provision of evidence based practices.

**PROFESSIONAL HIGHLIGHTS - CONTINUED**

**DIRECTOR**

**New Hampshire Coalition to End Homelessness | 2012-2020**

- Established, developed and managed agency Board of Directors.
- Led statewide advocacy activities in the response to COVID-19 highlighting the need for shelter decompression, isolation and quarantine locations, testing, and PPEs for staff and people experiencing homelessness in NH.
- Served as subject matter expert on the issue of homelessness across the state.
- Developed and authored annual report on the State of Homelessness in New Hampshire.
- Management of all programmatic and financial affairs of the agency including strategic planning and implementation of new programming.
- Created and implemented the Granite Leaders Program, a six month leadership training program for people with histories of homelessness interested in leadership opportunities in their communities.
- Provided trainings on trauma informed services and other best practices in service provision for people experiencing homelessness.
- Researched and authored Community Analyses of Housing and Homelessness, Wakefield, NH. 2018
- Developed and implemented marketing strategies and public awareness activities.
- Identified and led statewide collaborations and innovations in homeless services, including the establishment of the NH Homeless Advocate Leader Collaborative.
- Served as the Chairperson of the NH Governor's Interagency Council of Homelessness, appointed under Governor Hassan and Governor Sununu.
- Led state and local advocacy efforts including public testimony at legislative hearings.
- Founded Research Program Facilitating Research on Homelessness with faculty and students in institutions of higher learning across NH.

**PROFESSIONAL HIGHLIGHTS - CONTINUED**

**ADJUNCT PROFESSOR**

**St Anselm College, Southern New Hampshire University, New Hampshire Technical Institute  
Manchester and Concord, NH | 2006 – Present**

- Courses taught include: Social and Professional Issues in Human Services; Introduction to Sociology; Poverty and Social Welfare Policy; Sociology of Gender; Social Stratification; Race and Ethnicity; Family and Society.
- Consistently receive high evaluations from students of all backgrounds and abilities.

**Additional Achievements, Education & Board Service, Continued Page 3**

**PROFESSIONAL HIGHLIGHTS - CONTINUED**

**UNITED STATES PEACE CORPS VOLUNTEER,  
PANAMA | 1997-1999**

- Environmental Education Instructor, Grades K-5.

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**Ph.D. Sociology/Urban Studies, July 2006.**  
Michigan State University

**Master of Science, Resource Development/Urban Studies, May 2001**  
Michigan State University

**Bachelor of Science, *cum laude*, Environmental Studies, May 1995**  
Rollins College, Winter Park, FL

**BOARD LEADERSHIP & PROFESSIONAL ACHIEVEMENTS**

**Co-Author of Chapter in Forthcoming Book.** Oxford University Press comprehensive, interdisciplinary volume on hope. "Hope and Homelessness." with Therese Scibert, PhD | May 2021-Present.

***Awardee, 2020 Home Matters in NH Award for Affordable Housing and Ending Homelessness Advocacy in NH.***  
December 16, 2020.

***Chair, NH Governor's Interagency Council on Homelessness*** | 2016 – August 2020.

***Vice Chair, Manchester Continuum of Care*** | 2017-August 2020.

***Governing Council Member, Housing Action New Hampshire*** | 2016– August 2020.

***Member, Housing and Community Development Planning Committee*** | 2018-August 2020.  
***New Hampshire Housing and Finance Authority***

***Board Member, Concord Coalition to End Homelessness*** | 2014-2016

***Graduate, Leadership New Hampshire*** | Class of 2019

***Awardee, NH Union Leader 40 Under Forty*** | Class of 2012  
Recognizing young leaders making a difference in the state.

***Interviewee, Movers & Shakers iHeartRADIO Show*** | June 2020  
A series of interviews of leaders from all over the country

***Guest on NHPR's The Exchange Radio Show*** | 2013, 2014, 2015, 2016 and 2019.

***Guest on KY Radio Alliance Show*** | 2021

**CATHY KUHN, PHD**

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**BOARD LEADERSHIP & PROFESSIONAL ACHIEVEMENTS, CONTINUED**

**Guest on Louisville Public Meida's *In Conversation* Radio Show | September 2021**

***Subject Matter Expert***

**Appearance in TV and print media sources including  
WMUR, NH1, Union Leader, Seacoast Online, HIPPO, Manchester Ink Link,  
NH Business Review, Laconia Daily Sun, Christian Science Monitor, AP, Courier Journal, Louisville Public Media, Spectrum  
News, etc.de**



## Peter C. Hastings

### C-LEVEL INFORMATION TECHNOLOGY EXECUTIVE

*With 30 years of IT Experience and Track record of Success Delivering Results-Driven Technology Solutions*

#### Career Profile

Results-driven IT Executive with expertise envisioning and leading technology-based, multi-million-dollar budget initiatives, grounded solidly on business and economic value. Proven track record management career, marked by demonstrated ability to build performance-driven teams and achieve cross-functional business objectives. A valued member of senior executive teams, contributing a seasoned road-based perspective to create practical IT strategies and implementing plans designed for maximum return at the lowest cost.

#### Core areas of expertise include:

➤ IT Strategy and Execution	➤ Global ERP Implementations	➤ Organization Design & Restructuring
➤ Time and Resource Optimization	➤ Process Improvement	➤ Team Building & Leadership
➤ Enterprise IT Systems	➤ Information Architecture	➤ New Product & Technology Launch
➤ Project and Program Management	➤ Corporate Mission Fulfillment	➤ Multi-Million Dollar Budget Management
➤ PMO Management	➤ Cyber Security leadership	➤ Vendor & Contract Negotiations
➤ Matrix Management	➤ Global Management	➤ Innovation leadership
➤ Merger & Acquisitions	➤ Disaster Recovery	➤ Homeland Security
➤ Private Sector	➤ Change Management	➤ Public Policy
➤ Higher Education Sector	➤ Non - Profit Sector	➤ State Government Sector

#### Selected value-offered Highlights

- **Making Cyber Security a critical priority;** Demonstrating that Cybersecurity needs to be a top priority of every organization through examples. Then creating policy and awareness training to ensure the security of all environments by each.
- **Driving force to standardized Software configuration Management Enterprise-Wide;** drove innovation in the State of New Hampshire by standardizing software development processes across the enterprise, utilizing a centralized software configuration management tool. Oversaw an enterprise migration from individual servers to a virtual enterprise environment containing over 300 servers saving both money and staff hours.
- **Led team to standardize a hybrid ERP implementation process for global deployment;** produced an Oracle ERP implementation methodology that utilized internal personnel instead of consultants saving the company over 20 million dollars in 6 years. This process streamlined the project schedule from 12 months to 21 weeks per manufacturing facility. This methodology was executed in 24 countries over 24 months, resulting in the conversion of 108 manufacturing facilities to a common ERP platform.

### PROFESSIONAL EXPERIENCE

**Easterseals - Manchester, NH**

**November 2021 – Present**

**Chief Information Officer / Information Security Officer**

Leading information technology functions of the organization, serving as an integral partner and member of the Senior Management team. Guiding Information Technology strategy to support and strengthen Easter Seals. Implementing the current information security initiatives throughout the agency while planning for changes in a defensive and offensive posture to meet future threats.

**Merrimack College – No. Andover MA**

**July 2015 – November 2021**

**Associate Vice President/CIO**

Part of the Senior Leadership Team to provide vision, leadership, strategic planning, increase customer service, bringing credibility to IT, drive critical change in technology to meet the mission and strategic plan of Merrimack College. To ensure that the college's technology infrastructure is being maintained, protected and provides the functional tools for the college's mission of higher education. To provide fiscal leadership in developing an IT budget based on the approved plan and responsible infrastructure goals in supporting the higher education needs of the college. Support institution initiatives such as Mobile Merrimack that supports thousands of iPads for teaching in the classrooms.

**STATE OF NEW HAMPSHIRE** - Concord, New Hampshire  
**Commissioner/CIO Department of Information Technology**  
**Acting Commissioner/CIO Department of Information Technology**  
**Interim Commissioner/CIO Department of Information Technology**

**March 2007 to August 2014**  
**June 5, 2013, to August 2014**  
**October 17, 2012, to June 5, 2013**  
**April 2010 to February 2011**

Reported to the Governor of the State of New Hampshire - managed the Department of Information Technology (DoIT), an agency which has a staff of over 350 and an annual budget that exceeds 60 million dollars. DoIT is responsible for all IT support for the State's 65 agencies and over 10,000 full-time employees, including cybersecurity, desktops, servers, applications, networks and providing services to the over 1.3M citizens of the State.

**Director of Agency Software Division**

**March 2008 – June 2013**

Reported to the CIO of the State of New Hampshire - managed the Agency Software Division (ASD) in 20 of the State's largest agencies overseeing the efforts of over 160 staff. Engaged Agency Commissioners and senior management in the development of tactical and strategic plans, reporting, budgets, problem resolutions, and promoted DoIT best practices, policies, standards and procedures.

**Agency IT Leader (Department of Safety)**

**March 2007 – March 2008**

Reported to the Director of the Agency Software Division - managed the IT organization responsible for the software development, production and maintenance of all software applications for the State of New Hampshire's Department of Safety. The Department of Safety encompasses the State Police, Highway Patrol, Bureau of Emergency Management and Department of Motor Vehicle.

**VECTRON INTERNATIONAL CORP** - Hudson, NH

**July 2005 – February 2007**

**Director of Global IT**

Reported to the CFO - responsibilities encompassed managing the \$10 million IT budget, 4 direct and 13 indirect reports providing global support for continuous operations for ERP, LAN/WAN, infrastructure, telecommunications, and end-user computing environment. □

**SANMINA-SCI Corp** - Salem, NH

**April 1996 – January 2005**

**Sr. Director of Global EMS Services**

**January 2003 – January 2005**

Managed a direct staff of 10 and was responsible for the planning, master scheduling and managing the migrating of 108 global manufacturing facilities to the Oracle 11i ERP System.

**Sr. Director of Mergers & Acquisitions, Administration**

**November 2001 – January 2003**

Managed a direct staff of 7 and was responsible for creating, developing and managing the M&A administration team while managing the IT \$35M budget.

**Sr. Director of Global Applications**

**April 2000 – November 2001**

Managed a direct staff of 25 and worked closely with other Directors to understand their business requirements and issues to translate them into technical deliverables for the application group.

**Director of Americas Field IT**

**April 1996 – April 2000**

Managed a direct staff of 30 and was responsible for supporting 65 manufacturing facilities throughout North American and for supporting all aspects regarding telecommunications and business systems in the Eastern division of the company.

## Education and Credentials

Merrimack College: Master's of Science in Management - MSM

Rivier University: Awarded a BA in Individualized Studies - Summa Cum Laude

Northern Essex Community College: Awarded an Associates in Electronic Technologies - Cum Laude

## Military

United States Army, Honorable Discharge

### Affiliations

Sigma Iota Epsilon (SIE)  
 National Organization of State CIOs' (NASCIO)  
 Multi-State Information Sharing & Analysis Center (MS-ISAC)  
 National Association of Insurance Commissioners (NAIC)  
 State of New Hampshire Town Clerks Association

### Interests

Family  
 Chess  
 Outdoor Activities  
 Theater  
 Music  
 Building

# PAMELA HAWKES

DIRECTOR OF DONOR RELATIONS

## CONTACT



## PERSONAL EXPERIENCE

- Board of Directors, Girls Inc.
- LGM Steering Committee
- Leadership Greater

Manchester, Class of 2021

## PROFILE

For the last sixteen years I have been working with nonprofits in fundraising and development programs. For thirteen of those years I was with Families in Transition (FIT) working with their mission to break the cycle of homelessness in New Hampshire. Hired as the Volunteer & In Kind Coordinator, in just 3 years I was promoted to the Donor Relations Manager. By the end of my time with the organization, I was promoted to Chief Development Officer, a member of the Executive Leadership Team. At the close of 2021, I had taken a new position with the New Hampshire Community Loan Fund as their Director of Donor Relations. The main goal of this position was to create a Major Donor Program for their organization.

In any of the positions that I have been in over the years, my role began and still to this day focuses on relationships, from onboarding volunteers and building their relationships to major donors. From connecting with community members on potential mission impacts to creating a lifelong supporter, at the end of the day, my main goal has been to show people their value and how they can make a difference in the lives of others.

Below you will find the many roles I have had in my nonprofit career thus far. From day one, I have been a key employee that has played in many leadership roles around change management, culture, moral and mergers. I have overseen 30 people in a statewide program, partnering with 20+ nonprofits at a time. I have also led a team of 8 employees, my department being one with the most longevity, which is something I am extremely proud of.

In my role as the CDO/VP of Resource Development, I oversaw our fundraising efforts, annual events, volunteer management, and marketing/communications team for the agency. I have strong experience in board development, strategic planning, volunteer management, leadership, program development, change management, and public speaking. I started my leadership experience with an annual goal of \$800,000 a year, and in 2020, raised over \$3 million in private funds with the support of my instrumental team and our solid development plan, even after pivoting due to the impact of the pandemic.

Pivoting, adapting, out of the box thinking, strategizing, forward thinking, are all things I have been doing long before the pandemic.

## SKILLS

- DONOR RELATIONS EXPERT
- BOARD DEVELOPMENT
- NONPROFIT LEADERSHIP
- STRATEGIC THINKER

## EXPERIENCE AT NH COMMUNITY LOAN FUND

### Director of Donor Relations

**2021- Present**

In November of 2021 I took the position of Director of Donor Relations. It was a position that the organization created for me. The NH Community Loan Fund did not have major gifts, corporate giving or volunteer focused programs. They knew how essential these three programs were to the growth of their development and fundraising goals.

Over the last seven months, I have established the outline and foundation to these programs. I also have hired a Philanthropy Officer to help elevate the relationship building with the existing donors, as well as identifying ways to gain new donors. We have created a portfolio concept for the fundraising team, as well as established a forecasting structure in the CRM, Salesforce, to have a better plan of action to execute how to exceed our annual goals.

## EXPERIENCE AT FAMILIES IN TRANSITION

### Chief Development Officer/VP of Resource Dev.

**2019- 2021**

In January of 2019 I took the position of Vice President, Resource Development. This opportunity came when Families in Transition and New Horizons merged. The goal given to me was to create one unified development team of eight full time staff members, along with a one fundraising development plan that would have the newly defined team to meet our goal of raising \$1.75 million in private funding. This goal was an increase from the previous year's goal of \$800,000. We hit our goal in year one, then set our 2020 fundraising goal to raise \$1.85 million which we surpassed, hitting the \$3 million. This was a huge accomplishment in the midst of a huge leadership change, our Founder and President leaving, and pivoting our fundraising efforts that were very much impacted by the pandemic. It took a team to pull off what we did and I am so proud of how hard they all worked, while navigating their own transitions in their personal lives.

In addition, the agency had also invested in a new CRM software, Salesforce, which I took the project management lead on. With consultants, we created a CRM that aligned with the agency needs, as well as the needs of the newly merged fundraising department. Project managing was something I had never really done before, but found it to be a great project! A lot of work, but well worth it to see the investment and return on the investments in year two of having the software. Prior to leaving the organization in 2021, I had been promoted to Chief Development Officer.

### Director of Resource Development

**2016-2019**

## EDUCATION

**Southern New Hampshire  
University**

Masters of Science Marketing

**Southern New Hampshire  
University**

Bachelor's Degree Business Administration  
and Management

**Southern New Hampshire  
University**

Leadership of Nonprofit Organizations,  
Graduate Certificate

**NHTI, Concord**

Associates, Criminal Justice

When promoted to the Director level I was tasked with creating new donor initiatives and worked closely with a Task Force that included members of our board of directors and other key stakeholders to see it through. During this time, my focus was really on systems, stewardship and cultivation efforts. Growing our volunteers into donors, and our donors into major investors. My goal was to show them the impact they had on those in their own community and know that they could be part of the solution. It was a lot of work over those three years, but well worth it as we have created relationships with our donors who have become lifelong supporters of the work we do.

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## Donor Relations Manager

### 2011-2016

When promoted to this new Management position, I had oversight of the FIT VISTA Program which had a reach across a variety of nonprofits across New Hampshire. When FIT first took over the program, we worked with 16 VISTA members and ten nonprofits. During this time, FIT was asked to take over a VISTA Program that was going to close. We saw too much value in the VISTA Program and quickly said yes to the merger. We doubled the number of members to 32, and also doubled the number of nonprofits we worked with across the state, no longer just in Manchester. My main focus was to build the moral backup of those that were displaced, but also bring the two groups together to be a unified group. It took a lot of work, but the group came together and became one of the most well respected VISTA Programs in New England.

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## Volunteer & In Kind Coordinator

### 2008-2011

Hired as the Coordinator of Volunteers & In Kind Donations, I created a structured system and process for both programs. The agency was just starting out with a volunteer program. Over the course of these three years, I worked on getting buy-in from other departments to take on volunteers as resources. I also worked really hard on bringing new volunteers in and watching their relationship grow with nurture to become advocates, supporters and some staff. I also created a robust internship program for our clinical department, which is still running strong today.

During this time we also acquired the Manchester VISTA Program from the City of Manchester. This gave me the oversight of 16 AmeriCorps VISTA Members supporting Manchester based nonprofits.

## Susan L. Silsby

### SUMMARY OF QUALIFICATIONS

- Over 25 years of experience in the non-profit industry
- Successful track record in program operations across multiple states
- Strong leadership and managerial skills
- Solid fiscal management ability
- Exceptional customer service skills
- Professional, organized and highly motivated

### EDUCATION

University System of New Hampshire Plymouth, New Hampshire  
BA in Psychology

Varsity Swimming & Diving, Varsity Field Hockey, Della Zeta National Sorority

### PROFESSIONAL EXPERIENCE

1988- Present EASTER SEALS NEW HAMPSHIRE

Senior Vice President of Program Services

Plan, develop, implement and monitor program services for adults throughout New Hampshire.

Manage all aspects of operations related to the delivery services including program development, financial management and personnel management.

Analyze trends in referrals, service delivery and funding to develop and implement strategic plans that increase the market share, enhance financial viability and improve public relations.

Report on administrative, financial, and programmatic outcomes.

Initiate and maintain contact with local and state agency representatives, at all levels, to promote Easter Seals services and develop new program opportunities.

Establish and maintain effective and positive relationships with public and private agencies, referring agencies, parents, funders, and community representatives to ensure customer satisfaction and solicit increased referrals

Other positions held: Vice President of Community Based Services, Director of Vocational Services, Direct Support Professional

**EASTER SEALS NEW HAMPSHIRE, INC.**Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Maureen Beauregard	President & CEO	\$340,000.00	0%	\$0
Claire Gagnon	CFO	\$200,000.00	0%	\$0
Lisabritt Solsky Stevens	CGRCO	\$175,100.00	0%	\$0
Catherine Kuhn	COO	\$175,100.00	0%	\$0
Tina Sharby	CHRO	\$195,05200	0%	\$0
Peter Hastings	CIO	\$190,550.00	0%	\$0
Pamela Hawkes	CDO	\$170,000.00	0%	\$0
Susan Silsby	EVP	\$190,550.00	0%	\$0

MAY 17 '22 PM 3:25 RCVD



Lori A. Sibillette  
Commissioner

Melissa A. Hardy  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

GAC  
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May 6, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,478.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Francestown,	\$834,693.24	\$821,626	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)



His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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		Greenfield, Greenville, Hancock,  Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$649,130.58	\$645,748	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Francesstown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,436,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,608,928.02</b>	<b>\$6,612,983</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, 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.

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

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

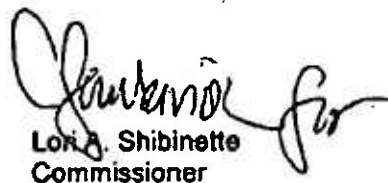
As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 90MP0178-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Note: "Grants for P.A. & R." - Grants for Public Assistance and Rehab

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A. & R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A. & R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A. & R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A. & R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A. & R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A. & R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$441,715.44	\$440,736.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A. & R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A. & R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A. & R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A. & R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A. & R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$824,865.24	\$821,626.00	\$1,646,491.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$646,585.58	\$645,746.00	\$1,292,331.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
	Subtotal		\$880,969.94	\$879,650.00	\$1,760,619.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
	Subtotal		\$1,137,286.42	\$1,195,393.00	\$2,332,679.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Svs	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00

**ServiceLink Aging and Disability Resource Center Services**

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		<b>Subtotal</b>	<b>\$376,733.60</b>	<b>\$376,374.00</b>	<b>\$753,107.60</b>

<b>Total 9565</b>	<b>\$6,055,214.02</b>	<b>\$6,102,643.00</b>	<b>\$12,157,857.02</b>
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**05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - J Sources)**

**Mondayck Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		<b>Subtotal</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$100,000.00</b>

<b>Total 3317</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$100,000.00</b>
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**05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>	<b>\$87,585.00</b>	<b>\$0.00</b>	<b>\$87,585.00</b>

<b>Total 8920</b>	<b>\$87,585.00</b>	<b>\$0.00</b>	<b>\$87,585.00</b>
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**05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		<b>Subtotal</b>	<b>\$262,755.00</b>	<b>\$350,340.00</b>	<b>\$613,095.00</b>

<b>Total 2164</b>	<b>\$262,755.00</b>	<b>\$350,340.00</b>	<b>\$613,095.00</b>
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**05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		<b>Subtotal</b>	<b>\$4,002.00</b>	<b>\$0.00</b>	<b>\$4,002.00</b>

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		<b>Subtotal</b>	<b>\$2,909.00</b>	<b>\$0.00</b>	<b>\$2,909.00</b>

ServiceLink Aging and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>			<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>			<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

<b>Total 2638</b>			<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$332,937.82	\$0.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	2023	\$0.00	\$327,616.00	\$327,616.00
	2024	\$0.00	\$327,616.00	\$327,616.00
	Subtotal	\$660,553.64	\$655,232.00	\$1,315,785.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$224,246.72	\$0.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	2023	\$0.00	\$220,378.00	\$220,378.00
	2024	\$0.00	\$220,378.00	\$220,378.00
	Subtotal	\$444,624.44	\$440,756.00	\$885,380.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$554,579.08	\$0.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	2023	\$0.00	\$543,933.00	\$543,933.00
	2024	\$0.00	\$543,933.00	\$543,933.00
	Subtotal	\$1,098,512.16	\$1,087,866.00	\$2,186,378.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$423,880.62	\$0.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	2023	\$0.00	\$410,813.00	\$410,813.00
	2024	\$0.00	\$410,813.00	\$410,813.00
	Subtotal	\$834,693.24	\$821,626.00	\$1,656,319.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$326,257.79	\$0.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	2023	\$0.00	\$322,873.00	\$322,873.00
	2024	\$0.00	\$322,873.00	\$322,873.00
	Subtotal	\$649,130.58	\$645,746.00	\$1,294,876.58

Lakes Region Partnership for Public Health (Vendor # 165635)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$445,142.97	\$0.00	\$445,142.97
	2022	\$454,824.97	\$0.00	\$454,824.97
	2023	\$0.00	\$444,825.00	\$444,825.00
	2024	\$0.00	\$444,825.00	\$444,825.00
	Subtotal	\$899,967.94	\$889,650.00	\$1,789,617.94

Monadnock Collaborative (Vendor # 159303)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$573,301.21	\$0.00	\$573,301.21
	2022	\$567,983.21	\$59,427.00	\$627,410.21
	2023	\$0.00	\$567,983.00	\$567,983.00
	2024	\$0.00	\$567,983.00	\$567,983.00
	Subtotal	\$1,141,284.42	\$1,195,393.00	\$2,336,677.42

ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.&R." = Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.&R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.&R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A.&R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
		Subtotal	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.&R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.&R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.&R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00



ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
 HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
 HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
 HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
 (100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
 HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
 (100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-  
 ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS  
 (85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$39,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." - Grants for Public Assistance and Relief

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Easter Seals New Hampshire, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A Revisions to Standard Contract Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,656,319.24
3. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services in order to correct various scribes' errors and align scope with necessary services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds, as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III E (CFDA #93.052), FAIN: 21AANHT3FC.
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID.
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03.
      - 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04.
      - 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00.

- 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10.
  - 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III.
  - 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B.
- 1.2 42.77% General funds.
5. 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 item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #2, Budget.
6. Modify Exhibit C, Payment Terms, Section 4, to read:
- 4. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
    - 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
    - 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.
7. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:
- 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
8. Add Exhibit C-3 Amendment #2 Budget, which is attached hereto and incorporated by reference herein.
9. Add Exhibit C-4 Amendment #2 Budget, 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

5/6/2022  
Date

DocuSigned by:  
*Melissa Hardy*  
Name: Melissa Hardy  
Title: Director, DLTSS

Easter Seals New Hampshire, Inc.

5/6/2022  
Date

DocuSigned by:  
*Lisabritt Solsky Stevens*  
Name: Lisabritt Solsky Stevens  
Title: Chief Growth Officer

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

OFFICE OF THE ATTORNEY GENERAL

5/10/2022  
Date

DocuSigned by:  
*Robyn Guinnino*

Robyn Guinnino  
Name: Robyn Guinnino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Hillsborough County excluding the towns of Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor.
- 1.5. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.5.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.5.2. Promote awareness of the various options available to people in their community.
  - 1.5.3. Refer individuals to needed services.
  - 1.5.4. Provide person-centered one-on-one assistance and decision support to individuals.
  - 1.5.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.
  - 1.5.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 1.5.7. Serve all adults regardless of physical, intellectual or development disability or mental illness.
- 1.5.8. Provide information regarding community-based long-term supports and services.
- 1.5.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:

2.1.1.1. Operate as an independent program.

2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.

2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.

2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.

2.1.2. The Contractor shall occupy an independent office space that, at a minimum:

2.1.2.1. Is an easily accessible area and location.

2.1.2.2. Meets all applicable state and local building rules and ordinances.

2.1.2.3. Has sufficient space that includes, but is not limited to:

2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.

2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.

2.1.2.4. Has barrier-free/handicap access.

2.1.2.5. Appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:

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- 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.
- 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.
    - 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.
  - 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include but are not limited to:
    - 2.1.4.3.1. State or regional hospitals.



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- 2.1.4.3.2. Senior centers.
- 2.1.4.3.3. Physician practices.
- 2.1.4.3.4. Home health agencies.
- 2.1.4.3.5. Community mental health centers.
- 2.1.4.3.6. Municipal health and welfare providers.
- 2.1.4.3.7. Brain Injury Associations.
- 2.1.4.3.8. Centers for Independent Living.
- 2.1.4.3.9. Department of Military Affairs and Veteran Services.
- 2.1.4.3.10. Adult Protective Services.
- 2.1.4.3.11. Information and referral/2-1-1 programs.
- 2.1.4.3.12. Regional Public Health Networks.
- 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.
  - 2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contractor shall:
    - 2.2.2.1. Utilize the Department's approved survey tool;
    - 2.2.2.2. Distribute the survey to consumers as directed by the Department;
    - 2.2.2.3. Collect completed surveys; as applicable; and

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2.2.2.4. Enter each completed survey into an online database as directed by the Department.

**2.3. Outreach and Education**

2.3.1. The Contractor shall deliver outreach and education services to promote ServiceLink services.

2.3.2. The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.

2.3.3. The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.

2.3.4. The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:

2.3.4.1. Faith Based Communities and/or Parish Nurses.

2.3.4.2. The Social Security Administration.

2.3.4.3. Low income housing sites.

2.3.4.4. Senior Centers.

2.3.5. The Contractor shall implement the Department-approved outreach and marketing plan, which includes, but is not limited to:

2.3.5.1. A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.

2.3.5.2. Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.

2.3.5.3. Strategies to assess the effectiveness of outreach and marketing activities.

2.3.5.4. Feedback loops to monitor and modify outreach and marketing activities as needed.

**2.4. Training**

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2.4.1. The Contractor shall ensure all staff, including but not limited to the site manager, receive training within one (1) year of hire, that includes, but is not limited to:

2.4.1.1. Outreach and education trainings.

2.4.1.2. Person-Centered Options Counseling training.

2.4.1.3. Safeguarding the confidentiality of all clients, as required by state and federal laws.

2.4.1.4. Alliance of Information and Referral Standards (AIRS) Certification training.

2.4.1.5. SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.

2.4.1.6. SMP Foundations training.

2.5: Information & Referral/Assistance Plan and Person-Centered Options Counseling

2.5.1. The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:

2.5.1.1. A description of all systematic processes to ensure consistent delivery of services.

2.5.1.2. All services and resources available to the population of the geographic region.

2.5.2. The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.

2.5.3. The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.

2.5.4. The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).

2.5.5. The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.

2.5.6. The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.

2.5.7. The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.

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**2.6. Specialized Care Transition Counseling and Support Services**

2.6.1. The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but not limited to nursing homes, rehabilitation facilities, and transitional housing settings.

2.6.2. The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.

2.6.3. The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:

2.6.3.1. Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.

2.6.3.2. Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:

2.6.3.2.1. Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;

2.6.3.2.2. Establish a process for identifying individuals and caregivers in need of transition support services;

2.6.3.2.3. Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, and coordination;

2.6.3.2.4. Perform consultation services for hospital staff regarding available LTSS in the community; and

2.6.3.2.5. Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations.

2.6.3.3. Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.

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- 2.6.3.4. Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:
  - 2.6.3.4.1. Facilitating the coordination of services and supports needed for transition.
  - 2.6.3.4.2. Providing individuals with a safe and secure setting.
- 2.6.3.5. Assisting in the prevention of hospital readmission.
- 2.6.4. The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1. Hospital and nursing home discharge planning meetings.
  - 2.6.4.2. Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3. Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4. Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5. Developing transition plans for clients and assisting individuals with finding and accessing home and community-based services according to the transition plan.
- 2.7. Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1. The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2. The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:
    - 2.7.2.1. Assisting individuals with determining appropriate payment and delivery of services.
    - 2.7.2.2. Providing individuals with financial assessment, as applicable.
    - 2.7.2.3. Assisting clients with accessing community-based LTSS programs.
    - 2.7.2.4. Developing processes for accessing public LTSS programs.
    - 2.7.2.5. Ensuring eligibility documents are completed and submitted to the Department.

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- 2.7.2.6. Collaborating with the Department to assess and determine client eligibility.
- 2.7.2.7. Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
- 2.7.2.8. Ensuring staff have access to and training on systems necessary to determine eligibility for services.
- 2.7.2.9. Providing additional Person-Centered Options Counseling to individuals determined ineligible for LTSS, as appropriate.
- 2.7.2.10. Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
- 2.7.2.11. Complying with Department policies and procedures regarding the Medicaid eligibility determination process.

2.7.3. The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.

**2.8. Specialty Program Services**

**2.8.1. Family Caregiver Support Program Services**

2.8.1.1. The Contractor shall ensure staff maintain knowledge of current community resources.

2.8.1.2. The Contractor shall ensure :

2.8.1.2.1. A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or

2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.

2.8.1.3. The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis.

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- 2.8.1.4. The Contractor shall facilitate caregiver support groups, as needed.
- 2.8.1.5. The Contractor shall collaborate with other caregiver support service agencies within the geographic area.
- 2.8.1.6. The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.
- 2.8.1.7. The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.
- 2.8.1.8. The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.
- 2.8.1.9. The Contractor shall participate in an annual program review, as determined by the Department.
- 2.8.1.10. The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
- 2.8.1.11. The Contractor shall provide referrals and assistance with access to appropriate community resources.
- 2.8.1.12. The Contractor shall provide a minimum of bimonthly contact with the caregivers they support.
- 2.8.1.13. The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program are:
  - 2.8.1.13.1. Trained by a BEAS Designee; and
  - 2.8.1.13.2. Monitored for progress within Program, including, but not limited to, remaining current on all Family Caregiver Support Program services, policies and procedures.
- 2.8.1.14. The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
- 2.8.1.15. The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
- 2.8.1.16. The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.

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**2.8.2. State Health Insurance Program (SHIP) Assistance**

2.8.2.1. The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.

2.8.2.2. The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.

2.8.2.3. The Contractor shall provide personalized counseling services.

2.8.2.4. The Contractor shall provide targeted community outreach in order to:

2.8.2.4.1. Increase consumer understanding of Medicare program benefits.

2.8.2.4.2. Raise awareness of the opportunities for assistance with benefit and plan selection.

2.8.2.5. The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:

2.8.2.5.1. Assisting individuals with enrolling in appropriate benefit plans.

2.8.2.5.2. Providing continued enrollment assistance in Medicare prescription drug coverage.

2.8.2.6. The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.

2.8.2.7. The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).

**2.8.3. Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services**

2.8.3.1. The Contractor shall educate the public on topics that include, but are not limited to:

2.8.3.1.1. Part D prescription drugs in rural areas.

2.8.3.1.2. Medicare preventative services.

2.8.3.1.3. Medicare cost savings, including low income subsidy and Medicare savings program.

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2.8.3.2. The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.

2.8.3.3. The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month which includes, but is not limited to:

2.8.3.3.1. Mailing introductory letters regarding the program to agencies which may include, but are not limited to:

2.8.3.3.1.1. Town offices;

2.8.3.3.1.2. Housing sites;

2.8.3.3.1.3. Home health agencies;

2.8.3.3.1.4. Faith-based Communities and parish nurses;

2.8.3.3.1.5. Public libraries;

2.8.3.3.1.6. Fuel assistance agencies;

2.8.3.3.1.7. Hospital public affairs managers;

2.8.3.3.1.8. Pharmacies;

2.8.3.3.1.9. Medical practices and

2.8.3.3.1.10. Other community partners.

2.8.3.3.2. Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served;

2.8.3.3.3. Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication; and

2.8.3.3.4. Purchasing media in the local area.

2.8.3.4. The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).

**2.8.4. Senior Medicare Patrol (SMP) Services**

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- 2.8.4.1. The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals with Medicare.
- 2.8.4.2. The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines, web-based strategies through local and statewide media channels and education outreach planning.
- 2.8.4.3. The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.
- 2.8.4.4. The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.
- 2.8.4.5. The Contractors shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).
- 2.8.4.6. The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services, through expanded partnerships and a network of trained volunteers.
- 2.8.4.7. The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.
- 2.8.4.8. The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information; detect payment errors; and report questionable Medicare billing situations.
- 2.8.5. Veteran Directed Care (VDC)
  - 2.8.5.1. The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.
  - 2.8.5.2. The Contractor shall collaborate with and accepting referrals from:
    - 2.8.5.2.1. The White River Junction Veterans Affairs Medical Center; and

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- 2.8.5.2.2. The Manchester Veterans Affairs Medical Center.
- 2.8.5.3. The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
- 2.8.5.4. The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
- 2.8.5.5. The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
- 2.8.5.6. The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying backup plans of support.
- 2.8.5.7. The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
- 2.8.5.8. The Contractor shall monitor veteran budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.
- 2.8.5.9. The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.
- 2.8.5.10. The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.
- 2.8.5.11. The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and its policies and processes, which includes, but is not limited to:
- 2.8.5.11.1. Monthly VDC calls.
- 2.8.5.11.2. VDC sponsored trainings.
- 2.8.5.11.3. VDC sponsored webinars.
- 2.8.5.12. The Contractor shall participate in VAMC quarterly program meetings.
- 2.8.5.13. The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

**2.8.6. Bureau of Housing Services Assessments**

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2.8.6.1. The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**3. Performance Measures and Reporting Requirements**

- 3.1. The Contractor shall report on data collected in the Refer/Navigate system to the Department in a Department approved format, as requested.
- 3.2. The Contractor shall provide quarterly narrative reports regarding community partnerships and outreach as outlined by the Department.
- 3.3. The Contractor shall maintain a record of completed staff training and education, including Medicare training, to be made available to the Department upon request.
- 3.4. The Contractor shall maintain full compliance with requirements of the annual report from the Administration on Aging and agrees to enter all needed data in the database accurately and timely.
- 3.5. The Contractor shall develop and implement a tracking system, to be approved by the Department, and assemble required data for the NH Family Caregiver Support Program into a quarterly report, to be delivered to the Department, which must include, but is not limited to:
  - 3.5.1. A customized report on number of staff trained in Powerful Tools for Caregivers curriculum or other evidenced-based curriculum for caregivers.
  - 3.5.2. Number of Powerful Tools for Caregivers or other evidenced-based training session for caregivers coordinated and/or conducted annually.
  - 3.5.3. Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.
  - 3.5.4. Expenditures and expenses for outreach activities.
  - 3.5.5. Average annual income of caregivers including, but not limited to, those who:
    - 3.5.5.1. Receive grants;
    - 3.5.5.2. Receive training;
    - 3.5.5.3. Receive I & R supports;
    - 3.5.5.4. Receive counseling; or
    - 3.5.5.5. Participate in support groups.

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- 3.6. The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
- 3.6.1. Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.6.2. Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.6.3. Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.6.4. Enrollment Contacts – Percentage of unduplicated enrollment contacts with one or more qualifying enrollment topics discussed per total Medicare beneficiaries in the State.
- 3.7. The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
- 3.7.1. Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.7.2. Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.7.3. The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.
- 3.8. The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.
- 3.9. The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.

**4. Staffing**

- 4.1. The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
- 4.2. The Contractor shall provide staff as follows:
  - 4.2.1. One (1) full-time equivalent (FTE) Program Manager.
  - 4.2.2. Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.

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4.2.3. Staff for the NH Family Caregiver Program at no less than one (1) FTE.

4.2.4. Staff for the SHIP, SMP, and MIPPA services at no less than 2.75 FTE.

**4.3. Criminal Background Check and BEAS State Registry Checks**

4.3.1. The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:

4.3.1.1. A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.

4.3.1.2. A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.

4.3.1.3. A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).

4.3.2. The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS State Registry check must be provided to the Department upon request by the Department.

**5. Exhibits Incorporated**

5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.

5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6. Additional Terms**

6.1. Impacts Resulting from Court Orders or Legislative Changes

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- 6.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 6.2. **Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services**
- 6.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.
- 6.3. **Credits and Copyright Ownership**
- 6.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 6.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.
- 6.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
- 6.3.3.1. Brochures.
  - 6.3.3.2. Resource directories.
  - 6.3.3.3. Protocols or guidelines.
  - 6.3.3.4. Posters.
  - 6.3.3.5. Reports.
- 6.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.
- 6.4. **Operation of Facilities: Compliance with Laws and Regulations**

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

6.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

**6.5. Eligibility Determinations**

6.5.1. If the Contractor is permitted to determine the eligibility of individuals, such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

6.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

6.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

6.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**7. Records**

7.1. The Contractor shall keep records that include, but are not limited to:



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 7.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 7.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 7.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 7.1.4. Medical records on each patient/recipient of services.
- 7.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

BT-1.0

Exhibit C-3 Amendment #2

RFA-2021-DLTSS-08-SERVI-03-A02

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Easter Seals New Hampshire, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2022-6/30/2023</i> Indirect Cost Rate (if applicable) <i>10.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$253,345
2. Fringe Benefits	\$69,670
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$8,651
6. Travel	\$630
7. Software	\$0
8. (a) Other - Marketing/Communications	\$785
8. (b) Other - Education and Training	\$1,761
8. (c) Other - Other (specify below)	
<i>Occupancy/Rent</i>	\$34,682
<i>Phone/Telecommunications</i>	\$3,768
<i>Postage/Shipping</i>	\$1,623
<i>Dues/Subscriptions</i>	\$200
<i>Printing</i>	\$352
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$373,467</b>
<b>Total Indirect Costs</b>	<b>\$37,348</b>
<b>TOTAL</b>	<b>\$410,813</b>

  
 Contractor Initials

Date 5/6/2022

BT-1.0

Exhibit C-4 Amendment #2

RFA-2021-DLTSS-08-SERVI-03-A02

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>Easter Seals New Hampshire, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$258,670
2. Fringe Benefits	\$71,134
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$1,281
6. Travel	\$630
7. Software	\$0
8. (a) Other - Marketing/Communications	\$785
8. (b) Other - Education and Training	\$1,385
8. (c) Other - Other (specify below)	
Occupancy	\$34,712
Phone/Telecommunications	\$3,768
Postage/Shipping	\$548
Dues/Subscriptions	\$200
Printing	\$352
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$373,466</b>
<b>Total Indirect Costs</b>	<b>\$37,347</b>
<b>TOTAL</b>	<b>\$410,813</b>

Contractor Initials

LSS

Date 5/6/2022

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A  
MBCLori A. Shiblette  
CommissionerDeborah D. Schreier  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-857-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into Retroactive amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Franconstown,	\$821,625.24	\$13,068.00	\$834,693.24

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165835	Belknap and Carroll County	\$879,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		Total:	\$6,443,554.02	\$48,374.00	\$6,491,928.02

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

See attached fiscal details

#### EXPLANATION

These amendments are Retroactive because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19

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

protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shabinette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS.  
IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177178)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177178)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
		Subtotal	\$1,037,866.16	\$2,640.00	\$1,040,506.16

Easter Seals New Hampshire, Inc. (Vendor # 117104)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$821,625.24	\$3,240.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$340.00	\$265,066.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
		Subtotal	\$645,745.58	\$340.00	\$646,085.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,330.00	\$880,969.94

**Monsadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,733.81	\$1,330.00	\$470,033.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,733.81	\$0.00	\$468,733.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,330.00	\$1,137,286.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$150,780.29	\$360.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

<b>Total 9565</b>	<b>\$6,043,214.02</b>	<b>\$12,000.00</b>	<b>\$6,055,214.02</b>
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**05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SHIP Trainer - 3 Sources)**

**Monsadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

<b>Total 3317</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>
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**05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)**

**Behavioral Health & Developmental Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

<b>Total 8920</b>	<b>\$87,585.00</b>	<b>\$0.00</b>	<b>\$87,585.00</b>
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**05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

<b>Total 2164</b>	<b>\$262,755.00</b>	<b>\$0.00</b>	<b>\$262,755.00</b>
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<b>05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT</b>
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS**  
(100% Federal Funds - SIHP Admin)

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,545.00	\$2,545.00
		Subtotal	\$0.00	\$2,545.00	\$2,545.00

**Lakes Region Partnership for Public Health (Vendor # 165435)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**M Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total 8935</b>			\$0.00	\$36,374.00	\$36,374.00
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,322.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$655,231.64	\$5,322.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Stafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$43,933.08	\$10,646.00	\$54,579.08
	2022	\$43,933.08	\$0.00	\$43,933.08
	<b>Subtotal</b>	<b>\$1,037,866.16</b>	<b>\$10,646.00</b>	<b>\$1,098,512.16</b>

**Enter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$10,812.62	\$13,068.00	\$23,880.62
	2022	\$10,812.62	\$0.00	\$10,812.62
	<b>Subtotal</b>	<b>\$821,623.24</b>	<b>\$13,068.00</b>	<b>\$834,691.24</b>

**Crafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	<b>Subtotal</b>	<b>\$645,745.58</b>	<b>\$3,385.00</b>	<b>\$649,130.58</b>

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	<b>Subtotal</b>	<b>\$879,649.94</b>	<b>\$5,318.00</b>	<b>\$884,967.94</b>

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	<b>Subtotal</b>	<b>\$1,135,966.42</b>	<b>\$5,318.00</b>	<b>\$1,141,284.42</b>

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.80	\$1,448.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	<b>Subtotal</b>	<b>\$376,373.60</b>	<b>\$1,448.00</b>	<b>\$377,821.60</b>

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	<b>Subtotal</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>

**Behavioral Health & Development Services of Stafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	<b>Subtotal</b>	<b>\$350,340.00</b>	<b>\$0.00</b>	<b>\$350,340.00</b>

<b>Grand Total SFY21</b>	2021	\$3,211,777.01	\$48,374.00	\$3,270,151.01
<b>Grand Total SFY22</b>	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
<b>Total Contract</b>		<b>\$6,433,554.02</b>	<b>\$48,374.00</b>	<b>\$6,491,928.02</b>

**ACCOUNTING UNIT SUMMARY**

05-95-48-4810D-9565 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SYS.  
 IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,783.01	\$12,000.00	\$2,464,783.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,783.01	\$0.00	\$2,452,783.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
		Subtotal	\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
(100% Federal Funds - SHIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,583.00	\$0.00	\$87,583.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,583.00	\$0.00	\$87,583.00

05-95-48-483010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,583.00	\$0.00	\$87,583.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,753.00	\$0.00	\$262,753.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS.  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Stiblaette  
Commissioner

Deborah D. Scherer  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 56.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners.	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bonnington, Frances town, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177875	Grafton County	\$645,745.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94

Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francastown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		Total:	\$6,443,554.02

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

See Attached Fiscal Details

#### EXPLANATION

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.

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

- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/28/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

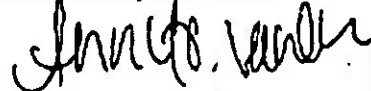
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:5, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.87% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN80MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.781, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Landry  
Associate Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY 21-22

05-95-48-481010-9345 (HEALTH) AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS.  
IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS SERVICE/LINK

Community Action Program Bethel/Herrdschack Counties, Inc. (Vendor #177207)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$237,930.64	\$237,930.64
543-500387	I & R Contracts	2021	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$237,930.64	\$237,930.64
543-500387	I & R Contracts	2022	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$655,231.64	\$655,231.64

STRAFFORD- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$187,367.93	\$187,367.93
543-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$187,367.93	\$187,367.93
543-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$440,753.44	\$440,753.44

ROCKINGHAM- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$450,539.73	\$450,539.73
543-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$450,539.73	\$450,539.73
543-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$340,599.58	\$340,599.58
543-500387	I & R Contracts	2021	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$340,599.58	\$340,599.58
543-500387	I & R Contracts	2022	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$821,625.24	\$821,625.24

Crofton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2021	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
107-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2022	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,745.58	\$645,745.58

Lake Region Partnership for Public Health (Vendor # 145635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-300734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
545-300387	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
370-300928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
107-300734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
545-300387	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
370-300928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
	Subtotal		\$0.00	\$879,649.94	\$879,649.94

Mansnack Collaborative (Vendor # 159203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-300734	Contracts for Program Services	2021	\$0.00	\$468,733.81	\$468,733.81
545-300387	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
370-300928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
107-300734	Contracts for Program Services	2022	\$0.00	\$468,733.81	\$468,733.81
545-300387	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
370-300928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
	Subtotal		\$0.00	\$1,135,966.42	\$1,135,966.42

Tel County Community Action Program, Inc. (Vendor # 173195)

Class/Account	Contracts for Program Svc	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-300734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
545-300387	I & R Contracts	2021	\$0.00	\$10,406.31	\$10,406.31
370-300928	Family Caregiver	2021	\$0.00	\$77,000.00	\$77,000.00
107-300734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
545-300387	I & R Contracts	2022	\$0.00	\$10,406.31	\$10,406.31
370-300928	Family Caregiver	2022	\$0.00	\$77,000.00	\$77,000.00
	Subtotal		\$0.00	\$378,373.60	\$378,373.60

Total 9565	\$0.00	\$4,043,214.03	\$4,043,214.03
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05-25-48-1810103317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. (HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SHIP Trainee - 3 Sources)

Mansnack Collaborative (Vendor # 159203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-300731	Contracts for Program Services	2021	\$0.00	\$50,000.00	\$50,000.00
107-300731	Contracts for Program Services	2022	\$0.00	\$50,000.00	\$50,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-93-48-182010-8970 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIS: ELDERLY AND ADULT  
ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(100% Federal Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$87,583.00	\$87,583.00
102-300731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,583.00	\$87,583.00
Total 8970			\$0.00	\$87,583.00	\$87,583.00

05-93-48-182010-3164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIS: ELDERLY AND ADULT  
ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$87,583.00	\$87,583.00
102-300731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$0.00	\$262,753.00	\$262,753.00
Total 3164			\$0.00	\$262,753.00	\$262,753.00

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Helping-Merrimack Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$327,615.82	\$327,615.82
	2022	\$0.00	\$327,615.82	\$327,615.82
	Subtotal	\$0.00	\$655,231.64	\$655,231.64

STAFFORD - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$220,377.72	\$220,377.72
	2022	\$0.00	\$220,377.72	\$220,377.72
	Subtotal	\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$54,933.08	\$54,933.08
	2022	\$0.00	\$54,933.08	\$54,933.08
	Subtotal	\$0.00	\$1,097,866.16	\$1,097,866.16

Easter Seals New Hampshire, Inc. (Vendor # 171204)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$410,812.62	\$410,812.62
2022	\$0.00	\$410,812.62	\$410,812.62
Subtotal	\$0.00	\$821,625.24	\$821,625.24

Grafton County Senior Citizens Council, Inc. (Vendor # 171615)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$322,872.79	\$322,872.79
2022	\$0.00	\$322,872.79	\$322,872.79
Subtotal	\$0.00	\$645,745.58	\$645,745.58

Lake Region Partnership for Public Health (Vendor # 185635)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$439,824.97	\$439,824.97
2022	\$0.00	\$439,824.97	\$439,824.97
Subtotal	\$0.00	\$879,649.94	\$879,649.94

Alondnock Collaborative (Vendor # 159303)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$567,983.21	\$567,983.21
2022	\$0.00	\$567,983.21	\$567,983.21
Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

Tri-County Community Action Program, Inc. (Vendor # 171195)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$188,186.60	\$188,186.60
2022	\$0.00	\$188,186.60	\$188,186.60
Subtotal	\$0.00	\$376,373.60	\$376,373.60

Alondnock Collaborative (Vendor # 159303)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$25,000.00	\$25,000.00
2022	\$0.00	\$25,000.00	\$25,000.00
Subtotal	\$0.00	\$50,000.00	\$50,000.00

Behavioral Health & Developmental Services of Stafford County, Inc. (Vendor #172728)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$173,170.00	\$173,170.00
2022	\$0.00	\$173,170.00	\$173,170.00
Subtotal	\$0.00	\$350,340.00	\$350,340.00

Grand Total SFY21	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SFY22	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Control:		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-431010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
 IIIIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
167-300734	Contracts for Program Services	2021	\$0.00	\$2,432,788.01	\$2,432,788.01
543-300787	I & R Contracts	2021	\$0.00	\$130,819.00	\$130,819.00
570-300978	Family Caregiver	2021	\$0.00	\$418,000.00	\$418,000.00
167-300734	Contracts for Program Services	2022	\$0.00	\$3,455,788.01	\$3,455,788.01
543-300787	I & R Contracts	2022	\$0.00	\$130,819.00	\$130,819.00
570-300978	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$0.00	\$6,043,214.02	\$6,043,214.02

05-95-48-431010-3311 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
 (100% Federal Funds - SHIP Transfer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
167-300731	Contracts for Program Services	2021	\$0.00	\$23,000.00	\$23,000.00
167-300731	Contracts for Program Services	2022	\$0.00	\$23,000.00	\$23,000.00
	Subtotal		\$0.00	\$46,000.00	\$46,000.00

05-95-48-431010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$87,383.00	\$87,383.00
102-300731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,383.00	\$87,383.00

05-95-48-431010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES.  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-300731	Contracts for Program Services	2021	\$0.00	\$87,383.00	\$87,383.00
102-300731	Contracts for Program Services	2022	\$0.00	\$173,170.00	\$173,170.00
	Subtotal		\$0.00	\$260,553.00	\$260,553.00

Grand Total SF121	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SF123	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Contract		\$0.00	\$6,443,554.02	\$6,443,554.02

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Grafton County Senior Citizens Council, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as approved by the Governor on December 30, 2020 and presented to Executive Council as an Informational Item on February 17, 2021, (item #A), and most recently amended with Governor and Council approval on June 1, 2022, (item #20) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,386,176.58
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #2, Article 2.8.1.2.2. through Subparagraph 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Tualta for the required criteria to meet the requirement as the education curriculum for the site;

2.8.1.3. The Contractor shall facilitate:

  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Tualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.4. through 2.8.1.4.3. to read:
  - 2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:
    - 2.8.1.4.1 Care Companion (within Tualta);

2.8.1.4.2 Peer support; or

2.8.1.4.3 A peer mentor.

6. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.7. to read:

2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;

7. Add Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.17 through 2.8.1.18 to read:

2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.

2.8.1.17.1 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.

2.8.1.18. Reserved

8. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.3 through Article 2.8.3.3.4 to read:

2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:

2.8.3.3.1. A face-to-face meeting with community partners;

2.8.3.3.2. Outreach and education via a booth or exhibit at an event;.

2.8.3.3.3. An enrollment event, or

2.8.3.3.4. An interactive web presentation.

9. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:

2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:

2.8.3.4.1. Town offices;

2.8.3.4.2. Housing sites;

2.8.3.4.3. Home health agencies;

2.8.3.4.4. Faith-based Communities and parish nurses;

2.8.3.4.5. Public libraries;

2.8.3.4.6. Fuel assistance agencies;

2.8.3.4.7. Hospital public affairs managers;

2.8.3.4.8. Pharmacies;

2.8.3.4.9. Medical practices and

2.8.3.4.10. Other Community Partners.

10. Modify Exhibit B Scope of Services Amendment #2, Paragraphs 3.5.1.,through 3.5.3. to read:

3.5.1. Reserved.

3.5.2. Reserved.

3.5.3. Reserved.

11. Modify Exhibit B Scope of Services Amendment #2, Paragraph 4.2.2. through 4.2.4. to

read:  
EMV

4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP, SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

12. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.

13. Modify Exhibit C-3 Amendment #2 Budget in its entirety with Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit C-4 Amendment #2 Budget in its entirety with Exhibit C-4 Amendment #3 Budget, 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

4/4/2023

Date

DocuSigned by:

Melissa Hardy

1232A34040DF405

Name: Melissa Hardy  
Title: Director, Division for Long Term Supports and Services

Grafton County Senior Citizens Council, Inc.

4/3/2023

Date

DocuSigned by:

Kathleen Vasconcelos

953538851204EE

Name: Kathleen Vasconcelos  
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

4/5/2023

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:



<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Grafton County Senior Citizens Council, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2022-6/30/2023</u> Indirect Cost Rate (if applicable) <u>10.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$201,323
2. Fringe Benefits	\$90,018
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$5,392
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$8,055
7. Software	\$0
8. (a) Other - Marketing/Communications	\$500
8. (b) Other - Education and Training	\$1,562
8. (c) Other - Other (specify below)	
Other - Occupancy	\$21,804
Other - Equipment: Repair and Maintenance	\$6,315
Other - Telephone	\$4,800
Other - Postage	\$599
Other - Gift Cards	\$1,200
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$341,569</b>
<b>Total Indirect Costs</b>	<b>\$804</b>
<b>TOTAL</b>	<b>\$342,373</b>

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Grafton County Senior Citizens Council, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2023-6/30/2024</i>	
Indirect Cost Rate (if applicable)	10.00%
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$266,223
2. Fringe Benefits	\$39,950
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$24,190
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$9,200
7. Software	\$0
8. (a) Other - Marketing/Communications	\$4,600
8. (b) Other - Education and Training	\$4,000
8. (c) Other - Other (specify below)	
<i>Other - Occupancy</i>	\$25,755
<i>Other - Equipment: Repair and Maintenance</i>	\$2,300
<i>Other - Telephone</i>	\$4,600
<i>Other - Postage</i>	\$2,800
Other - Gift Cards	\$6,300
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$389,918</b>
<b>Total Indirect Costs</b>	<b>\$4,755</b>
<b>TOTAL</b>	<b>\$394,673</b>

  
 Contractor Initials

Date 4/3/2023

# 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 GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 13, 1972. 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: 65677

Certificate Number: 0006173843



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 27th day of March A.D. 2023.

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

David M. Scanlan  
Secretary of State

CERTIFICATE OF AUTHORITY

I, ROBERT B. MUH Board President, 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 Grafton County Senior Citizens Council  
(Corporation/LLC Name) (hereinafter "GCSCC Inc.")

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 JULY 24, 2018, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

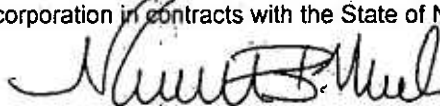
VOTED: That Kathleen Vasconcelos Executive Director (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of GCSCC Inc. 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 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: MARCH 10, 2023



Signature of Elected Officer  
Name: ROBERT B. MUH  
Title: Board President, GCSCC Inc.





## **OUR MISSION**

**The purpose of Grafton County Senior Citizens Council is to develop, strengthen and provide programs and services which support the health, dignity and independence of older adults and adults with disabilities living in our communities.**

**GRAFTON COUNTY SENIOR  
CITIZENS COUNCIL, INC.**

**FINANCIAL STATEMENTS**

September 30, 2021 and 2020

**SINGLE AUDIT REPORTS**

September 30, 2021

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## ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

46 N. STATE STREET  
CONCORD, NEW HAMPSHIRE 03301  
TELEPHONE (603) 228-5400  
FAX # (603) 226-3532

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

### INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Grafton County Senior Citizens Council, Inc.  
Lebanon, New Hampshire

#### Opinion

We have audited the accompanying financial statements of Grafton County Senior Citizens Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Grafton County Senior Citizens Council, Inc. as of September 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

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

#### Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Grafton County Senior Citizens Council, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Grafton County Senior Citizens Council, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Grafton County Senior Citizens Council, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

### Supplementary Information

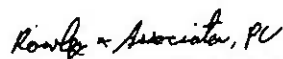
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2022, on our consideration of Grafton County Senior Citizens Council, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Grafton County Senior Citizens Council, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Grafton County Senior Citizens Council, Inc.'s internal control over financial reporting and compliance.

### Report on Summarized Comparative Information

We have previously audited the Grafton County Senior Citizens Council, Inc.'s 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 12, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.



Rowley & Associates, P.C.  
Concord, New Hampshire  
June 23, 2022

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**September 30, 2021 With Comparative Totals for September 30, 2020**  
 See Independent Auditor's Report

<b>ASSETS</b>	<b>Net Assets Without Donor Restriction</b>	<b>Net Assets With Donor Restriction</b>	<b>Total 2021</b>	<b>Total 2020</b>
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	\$ 560,971	\$ 26,639	\$ 587,610	\$ 576,914
Investments	310,918	-	310,918	245,838
Accounts receivable	18,413	-	18,413	4,737
Grants receivable	261,624	12,575	274,199	201,727
Inventories	19,763	-	19,763	25,815
Prepaid expenses	19,708	-	19,708	11,130
Deposits	-	-	-	16,760
	<u>1,191,397</u>	<u>39,214</u>	<u>1,230,611</u>	<u>1,082,921</u>
<b>LAND, BUILDING AND EQUIPMENT, at cost</b>				
Land	39,012	-	39,012	39,012
Buildings and improvements	3,261,668	-	3,261,668	3,191,804
Equipment	244,761	-	244,761	253,244
Vehicles	898,055	-	898,055	707,649
	<u>4,443,496</u>	<u>-</u>	<u>4,443,496</u>	<u>4,191,709</u>
Accumulated depreciation	<u>(2,226,364)</u>	<u>-</u>	<u>(2,226,364)</u>	<u>(2,065,539)</u>
	<u>2,217,132</u>	<u>-</u>	<u>2,217,132</u>	<u>2,126,170</u>
<b>LONG-TERM ASSETS</b>				
Investments, Endowment	<u>268,917</u>	<u>231,467</u>	<u>500,384</u>	<u>310,648</u>
<b>Total Assets</b>	<u><b>\$3,677,446</b></u>	<u><b>\$ 270,681</b></u>	<u><b>\$3,948,127</b></u>	<u><b>\$3,519,739</b></u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 41,618	\$ -	\$ 41,618	\$ 32,821
Accrued expenses	154,618	-	154,618	133,069
Security deposits	325	-	325	325
	<u>196,561</u>	<u>-</u>	<u>196,561</u>	<u>166,215</u>
<b>OTHER LIABILITIES</b>				
SBA Payroll Protection Program loan	-	-	-	359,800
<b>NET ASSETS</b>				
Without donor restriction:				
Operating	683,918	-	683,918	285,816
Board designated	579,835	-	579,835	345,126
Investment in fixed assets	2,217,132	-	2,217,132	2,126,170
	<u>3,480,885</u>	<u>-</u>	<u>3,480,885</u>	<u>2,757,112</u>
With donor restriction	-	270,681	270,681	236,612
	<u>3,480,885</u>	<u>270,681</u>	<u>3,751,566</u>	<u>2,993,724</u>
<b>Total Liabilities and Net Assets</b>	<u><b>\$3,677,446</b></u>	<u><b>\$ 270,681</b></u>	<u><b>\$3,948,127</b></u>	<u><b>\$3,519,739</b></u>

The notes to consolidated financial statements are an integral part of this statement

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2021**  
**With Comparative Totals For Year Ended September 30, 2020**  
**See Independent Auditor's Report**

	Net Assets Without Donor Restriction	Net Assets With Donor Restriction	Total 2021	Total 2020
<b>REVENUE AND OTHER SUPPORT</b>				
Contributions:				
Local government agencies	\$ 351,820	\$ -	\$ 351,820	\$ 381,434
Senior center activities and fundraising	8,934	-	8,934	24,051
Program participant	169,979	-	169,979	174,870
General contributions and other	522,848	3,549	526,397	701,030
Contributions, non-cash	237,304	-	237,304	194,445
Contributions, in-kind	13,000	-	13,000	-
Special events	-	-	-	375
United Way agencies	-	23,760	23,760	17,668
Other Support:				
Miscellaneous income	9,155	-	9,155	7,695
Rental income	3,300	-	3,300	14,932
Governmental programs and fees for contract services	2,078,106	61,877	2,139,983	2,156,324
	<u>3,394,446</u>	<u>89,186</u>	<u>3,483,632</u>	<u>3,672,824</u>
Net Assets Released From Donor Imposed Restrictions				
	<u>86,854</u>	<u>(86,854)</u>	<u>-</u>	<u>-</u>
<b>EXPENSES</b>				
Program Services				
Senior transportation	274,664	-	274,664	478,694
Nutrition programs	1,718,043	-	1,718,043	1,756,724
Social services programs	47,550	-	47,550	73,881
Service Link	396,603	-	396,603	372,975
RSVP programs	148,721	-	148,721	121,215
Senior center activities	22,849	-	22,849	34,812
	<u>2,608,430</u>	<u>-</u>	<u>2,608,430</u>	<u>2,838,301</u>
Supporting Services				
Management and general	718,312	-	718,312	734,373
Fundraising	79,814	-	79,814	81,597
	<u>798,126</u>	<u>-</u>	<u>798,126</u>	<u>815,970</u>
	<u>3,406,556</u>	<u>-</u>	<u>3,406,556</u>	<u>3,654,271</u>
Net Operating Increase in Net Assets	74,744	2,332	77,076	18,553
<b>NON-OPERATING GAINS AND LOSSES</b>				
Interest income	332	-	332	795
Interest and dividends on investment and Endowment	8,393	4,729	13,122	13,374
Realized and unrealized gain on investments and Endowment, net of fees	42,275	27,008	69,283	14,286
SBA Payroll Protection Program	359,800	-	359,800	-
Employee retention credit, net direct cost of \$12,822	239,626	-	239,626	-
Loss on disposal of fixed assets	(1,397)	-	(1,397)	-
	<u>649,029</u>	<u>31,737</u>	<u>680,766</u>	<u>28,455</u>
NET INCREASE IN NET ASSETS	723,773	34,069	757,842	47,008
NET ASSETS, BEGINNING OF YEAR	<u>2,757,112</u>	<u>236,612</u>	<u>2,993,724</u>	<u>2,946,716</u>
NET ASSETS, END OF YEAR	<u>\$ 3,480,885</u>	<u>\$ 270,681</u>	<u>\$ 3,751,566</u>	<u>\$2,993,724</u>

The notes to consolidated financial statements are an integral part of this statement

GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.  
 STATEMENT OF FUNCTIONAL EXPENSES  
 For the Year Ending September 30, 2021  
 (With Comparative Totals for the Year Ended September 30, 2020)  
 See Independent Auditor's Report

	PROGRAM SERVICES						SUPPORT		MEMORANDUM TOTALS		
	Senior Transportation	Nutrition	Social Services	Service Link	RSVP	Senior Activity	Total Program	Management and General	Fund Raising	2021	2020
Salaries and wages	\$ 122,087	\$ 750,296	\$ 33,302	\$ 259,551	\$ 85,970	\$ -	\$ 1,251,206	\$ 418,059	\$ 46,451	\$ 1,715,716	\$ 1,870,363
Payroll taxes	5,476	61,771	2,398	19,874	6,609	-	96,128	31,550	3,506	131,184	142,776
Employee benefits	2,618	54,806	8,477	29,148	7,614	-	102,663	40,864	4,540	148,067	184,563
Travel	459	21,071	198	4,432	837	-	26,997	6,843	760	34,600	53,077
Supplies	2,844	94,770	113	15,220	13,706	3,970	130,623	37,884	4,209	172,716	152,369
Food and beverages	-	262,779	-	-	-	-	262,779	570	63	263,412	276,956
Donated food and beverages	-	97,127	-	-	-	-	97,127	-	-	97,127	120,014
Rent and utilities	1,509	117,978	648	17,654	984	-	138,773	9,188	1,021	148,982	159,857
Vehicle expense	31,257	-	-	-	-	-	31,257	494	55	31,806	68,218
Postage	43	2,766	73	1,891	1,235	233	6,241	3,539	393	10,173	9,658
Repairs and maintenance	3,692	123,161	1,083	2,202	572	-	130,710	10,343	1,149	142,202	122,244
Telephone and internet	280	17,208	88	7,603	1,724	-	26,903	5,894	655	33,452	28,923
Professional Fees	-	-	-	11,378	-	-	11,378	69,974	7,775	89,127	70,220
Bank and other fees	-	700	-	-	534	-	1,234	880	98	2,212	1,492
Interest expense	-	-	-	-	-	-	-	59	7	66	1,742
Dues and subscriptions	-	-	-	-	50	-	50	3,533	393	3,976	2,853
Insurance	18,882	48,547	347	10,307	2,736	-	80,819	13,424	1,492	95,735	120,451
Marketing/public relations	35	510	4	-	9,356	-	9,905	13,978	1,553	25,436	19,748
Staff development	1,647	4,727	4	502	404	340	7,624	7,737	860	16,221	11,798
Printing and copying	-	-	-	-	633	-	633	1,265	141	2,039	4,913
Volunteer recognition	-	10	-	100	4,045	146	4,301	344	38	4,683	632
Miscellaneous expenses	91	1,041	2	3,543	977	70	5,724	5,362	596	11,682	11,933
Depreciation	83,438	49,160	764	10,511	-	-	143,873	25,296	2,811	171,980	155,972
Fundraising	7	48	-	-	-	4	59	1,818	202	2,079	887
Technology	299	9,428	49	2,687	2,073	-	14,536	8,471	941	23,948	31,055
Other program expenses	-	139	-	-	8,662	311	9,112	-	-	9,112	1,774
Senior activity expense	-	-	-	-	-	17,775	17,775	943	105	18,823	29,783
<b>Total Expenses</b>	<b>\$ 274,664</b>	<b>\$ 1,718,043</b>	<b>\$ 47,550</b>	<b>\$ 396,603</b>	<b>\$ 148,721</b>	<b>\$ 22,849</b>	<b>\$ 2,608,430</b>	<b>\$ 718,312</b>	<b>\$ 79,814</b>	<b>\$ 3,406,556</b>	<b>\$ 3,654,271</b>

The notes to consolidated financial statements are an integral part of this statement

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**STATEMENTS OF CASH FLOWS**  
**For the Years Ended September 30, 2021 and 2020**  
 See Independent Auditor's Report

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Increase in net assets	\$ 757,842	\$ 47,008
Adjustments to reconcile change in net assets to net unrestricted cash provided by operating activities:		
Depreciation	171,980	155,972
Contributions of fixed assets	(130,339)	(64,474)
Loss on disposal of fixed assets	1,397	-
Forgiveness of SBA Payroll Protection Program	(359,800)	-
Gain on realized & unrealized investments & Endowment	(75,363)	(19,197)
(Increase) decrease in operating assets		
Accounts receivable	(13,676)	15
Grants receivable	(72,472)	71,666
Inventories	6,052	(2,670)
Prepaid expenses	(8,578)	5,162
Deposits	16,760	(16,760)
Increase (decrease) in operating liabilities		
Accounts payable	8,797	(42,742)
Accrued expenses	21,549	6,826
Net cash provided by operating activities	<u>324,149</u>	<u>140,806</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES:</b>		
Proceeds from sales on investments and Endowment	149,672	192,563
Purchases of investments and Endowment	(329,124)	(183,438)
Cash paid for purchases of fixed assets	(134,001)	(35,056)
Net cash (used) by investing activities	<u>(313,453)</u>	<u>(25,931)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Net proceeds (payments) on line of credit	-	(157,000)
Net proceeds from SBA Payroll Protection Program	-	359,800
Net cash provided by financing activities	<u>-</u>	<u>202,800</u>
Net increase in cash and cash equivalents	10,696	317,675
Cash and cash equivalents, beginning of year	<u>576,914</u>	<u>259,239</u>
Cash and cash equivalents, end of year	<u>\$ 587,610</u>	<u>\$ 576,914</u>
<b>SUPPLEMENTAL SCHEDULE OF CASH FLOW INFORMATION</b>		
Non cash contributions	<u>\$ 237,304</u>	<u>\$ 197,445</u>
In kind contributions	<u>\$ 13,000</u>	<u>\$ -</u>
Cash paid for interest	<u>\$ 66</u>	<u>\$ -</u>
Cost of fixed assets acquired	281,100	99,530
Deposit paid in prior year	(16,760)	-
Donation of fixed assets	(130,339)	(64,474)
Net cash paid for fixed assets	<u>\$ 134,001</u>	<u>\$ 35,056</u>

The notes to consolidated financial statements are an integral part of this statement

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
Years Ended September 30, 2021 and 2020

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Grafton County Senior Citizens Council, Inc. (hereinafter referred to as the "Organization" or the "Council") have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to not-for-profits. The Financial Accounting Standards Board (FASB) is the accepted standard-setting body for establishing accounting and financial reporting principles for not-for-profits. The more significant of the FASB's generally accepted accounting principles applicable to the Council, and the Council's conformity with such principles, are described below. These disclosures are an integral part of the Council's financial statements.

A. NATURE OF ACTIVITIES, PURPOSE AND CONCENTRATIONS

The Grafton County Senior Citizens Council, Inc. is a "not-for-profit" organization, which provides community-based services to older individuals in Grafton County, New Hampshire. These services include transportation, nutrition, and physical and social activities. The Council's program support is derived primarily from federally funded fee for service contracts and grants through the State of New Hampshire, and is supplemented by participant program related contributions. The Council also receives mission critical program support from area towns, agencies, United Way and Grafton County. The Council also allows the area Senior Centers to generate program support for activities specific to the area centers.

B. BASIS OF ACCOUNTING

The financial statements of the Organization have been prepared in the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities. Consequently, revenues are recognized when earned and expenses are recognized when incurred.

C. FINANCIAL STATEMENT PRESENTATION

The Council maintains its accounting records on the accrual basis of accounting whereby revenues are recorded when earned and expenses are recorded when the obligation is incurred. The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net Assets without Donor Restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net Assets with Donor Restrictions – These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires, that is until the stipulated time restriction ends or the purpose of the restriction is accomplished, the net assets are restricted.

D. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures. Accordingly, actual results could differ from those estimates.

E. CASH, CASH EQUIVALENTS AND INVESTMENTS

For purposes of the Statements of Cash Flows, the Council considers all highly liquid investments (short-term investments such as certificates of deposits and money market accounts) with an initial maturity of three months or less to be cash equivalents. There were no cash equivalents as of September 30, 2021 and 2020.

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
Years Ended September 30, 2021 and 2020

1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. PROMISE TO GIVE

Contributions are recognized when the donor makes a promise to give to the Coalition that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions. The organization uses the allowance method for recognition of uncollectable amounts. There were no uncollectable amounts at September 30, 2021 and 2020, respectively.

G. IN-KIND AND NON-CASH CONTRIBUTIONS

Contributed Services

The Council receives donated services from a substantial number of unpaid volunteers who have made significant contributions of their time to the general operations of the Council. No amounts have been recognized in the accompanying statement of activities because the criterion for recognition of such volunteer effort is that services must be specialized skills, which would be purchased if not donated. Service contributed for the year ended September 30, 2021 and 2020 amounted to 12,933 and 35,665 hours, respectively. If valued at the New Hampshire minimum wage of \$7.25 per hour the contributed services would total \$93,764 and \$258,571, respectively.

The Council receives an in-kind contribution of rent of \$13,000 which is recorded in the financial statements. This is further described in Footnote 10 – Lease Obligations.

Contributed goods

The Council receives donated goods throughout the year. Contributed goods can include food supplies and equipment. For financial reporting purposes the items contributed have been recorded at their fair market value at the date of the contribution. Any equipment contributed is capitalized and depreciated over its estimated useful life.

For the year ended September 30, 2021 contributed food, supplies, and fixed assets were \$97,127, \$9,838 and \$130,339, respectively. For the year ended September 30, 2020 contributed food, supplies, and fixed assets were \$121,701, \$8,270 and \$64,474, respectively.

H. INCOME TAXES

The Council has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Council is further classified as an organization that is not a private foundation under Section 509(a)(3) of the Code. The most significant tax positions of the Council are its assertion that it is exempt from income taxes and its determination of whether any amounts are subject to unrelated business tax (UBIT). The Organization follows the guidance of Accounting Standards Codification (ASC) 740, Accounting for Income Taxes, related to uncertain income taxes, which prescribes a threshold of more likely than not for recognition and recognition of tax positions taken or expected to be taken in a tax return. All significant tax positions have been considered by management. It has been determined that it is more likely than not that all tax positions would be sustained upon examination by taxing authorities. Accordingly, no provision for income taxes has been recorded.



**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
 Years Ended September 30, 2021 and 2020

I. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. INVESTMENTS

The Council has adopted FASB ASC 958-320, "Accounting for Certain Investments Held by Not-for-Profit Organizations." Under FASB ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increase in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

J. ACCOUNTS RECEIVABLE

Accounts receivable are comprised of amounts due from customers for services provided. The Council considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts has been established. If accounts become uncollectible, they will be charged to operations when that determination is made. Collections on accounts previously written off are included in revenue as received.

K. GRANTS RECEIVABLE

The grants receivable consist of amounts to be received by the Council from Federal and State governments. The amounts to be received include receivables for program services already rendered under contract agreements with the government. No allowance for doubtful accounts has been established for accounts receivable.

L. LAND, BUILDINGS, AND EQUIPMENT

Land, buildings and equipment are recorded at cost at the date of acquisition or fair market value at the date of the gift. The Council's policy is to capitalize all land, buildings and equipment in excess of \$1,000 (lesser individual item amounts are generally expensed) and to depreciate these assets using the straight-line method of depreciation over their estimated useful lives as follows:

	<u>Years</u>
Buildings and improvements	7-50
Equipment	5-20
Vehicles	5-7

Depreciation expense recorded by the Council for the years ended September 30, 2021 and 2020 was \$171,980 and \$155,972, respectively.

M. ALLOWANCE FOR DOUBTFUL ACCOUNTS

The Council provides, when necessary, for an allowance for doubtful accounts when accounts or pledges receivable are not deemed fully collectible. At September 30, 2021 and 2020, there was no allowance for doubtful accounts.

N. INVENTORY

Inventory is stated at the lower of cost (specific identification method) or market and is comprised of food items. Donated items are recorded at estimated fair value at the date of the donation.

O. FINANCIAL INSTRUMENTS

The carrying value of cash and cash equivalents, accounts and grants receivable, prepaid expenses, inventories, accounts payable, accrued expenses and line of credit are stated at carrying cost at September 30, 2021 and 2020, which approximates fair value due to the relatively short maturity of these instruments. Other financial instruments held at year-end are investments, which are stated at fair value.

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
Years Ended September 30, 2021 and 2020

**1. NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**P. NEW ACCOUNTING PRONOUNCEMENT**

In February, 2016, the FASB issued ASU 2016-02, Leases (Topic 842). Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than twelve months. Consistent with current GAAP, the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current GAAP—which requires only capital leases to be recognized on the statement of financial position—the new ASU will require both types of leases to be recognized on the statement of financial position. This standard is effective for annual reporting periods beginning after December 15, 2021.

**2. SUBSEQUENT EVENT**

The Organization's management has evaluated subsequent events through June 23, 2022, which is the date the financial statements were available to be issued. It has been determined that no subsequent events matching this criterion occurred during this period.

**3. FUNCTIONAL EXPENSES**

Expenses by function have been allocated between program and supporting services classifications on the basis of time records, units of service and estimates made by the Council's management.

**4. COST ALLOCATION**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on estimates that are based on their relationship to those activities, consistently applied. Those expenses include payroll and payroll related expenses and occupancy costs. Occupancy costs are allocated based on square footage. Payroll and payroll related expenses are based on estimates of time and effort. Other cost allocations are based on the relationship between the expenditure and the activities benefited.

**5. CONCENTRATION OF CREDIT RISK**

At September 30, 2021 and 2020, the carrying amounts and bank balances with financial institutions of the Council's cash deposits are categorized by "credit risk" as follows:

Category 1	Deposits that are insured by the Federal Deposit Insurance Corporation (FDIC) Or collateralized by securities held by the Council (or its agent) in the Council's name.
Category 2	Deposits that are uninsured and collateralized by securities that are held by the pledging institution's trust department (or agent) in the Council's name.
Category 3	Deposits that are uninsured and uncollateralized or collateralized by securities that are held by the pledging institution's trust department (or agent) but not in the Council's name.

At various times throughout the year, the Council may have cash balances at the financial institution that exceeds the insured amount. Management does not believe this concentration of cash results in a high level of risk for the Council. At September 30, 2021 and 2020, the Organization had \$256,696 and \$320,276 in uninsured cash balances, respectively.

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
 Years Ended September 30, 2021 and 2020

**6. INVESTMENTS AND INVESTMENTS, ENDOWMENT**

The Council maintains individual and pooled investments containing both restricted and unrestricted funds. Investment income, gains, losses, and management fees of any pool are allocated to activities based on each activity's pro-rata share (on dollar and time basis) in the pool. Investments in marketable equity securities and marketable debt securities are carried at fair market value determined by "quoted market prices" per unit (share) as of the balance sheet date. All other investments are stated at cost. Donated investments are recorded at the "fair market value" as of the date of receipt. Investment income, realized and unrealized gains, losses, dividends and interest unrestricted activities are recorded as operating activities. Investment interest and dividend income on restricted activities is added to, or deducted from, the appropriate activity.

All investments without donor restriction are Board designated. Investments were comprised of the following as of September 30, 2021:

	<u>Fair Market Value</u>	<u>Cost</u>
Investments:		
Money Markets	\$ 19,549	\$ 19,549
Bond Mutual Funds	100,357	100,406
Equity Mutual Funds	6,883	7,035
Marketable Alternatives	5,494	5,526
ETFs	<u>178,635</u>	<u>124,315</u>
	<u>\$310,918</u>	<u>\$256,831</u>

FASB Accounting Standards Codification Topic 820-10 *Fair Value Measurements* defines fair value, requires expanded disclosures about fair value measurements, and establishes a three-level hierarchy for fair value measurements based on the observable inputs to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. It prioritizes the inputs to the valuation techniques used to measure fair value by giving the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurement).

Under Topic 820-10, the three levels of the fair value hierarchy are as follows:

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date.

Level 2 inputs are inputs other than quoted prices included in Level 1 that are either directly or indirectly observable for the assets or liabilities.

Level 3 inputs are unobservable inputs for the assets or liabilities.

The level in the fair value hierarchy within which a fair measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety. All investments are measured at Level 1. Inputs to the valuation methodology are unadjusted quoted prices for identical assets in active markets. None of the investments are Level 2 or Level 3 investments.

The Investment, Endowment was comprised of the following as of September 30, 2021:

	<u>Fair Market Value</u>	<u>Cost</u>
Investments, Endowment:		
Money Markets	\$ 15,627	\$ 15,627
Bond Mutual Funds	170,279	170,098
Equity Mutual Funds	9,720	10,003
Marketable Alternatives	10,130	10,191
ETFs	<u>294,628</u>	<u>224,559</u>
	<u>\$500,384</u>	<u>\$430,478</u>

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
Years Ended September 30, 2021 and 2020

6. INVESTMENTS AND INVESTMENTS, ENDOWMENT (Continued)

Endowment Funds and Net Assets

In August 2008, the Financial Accounting Standards Board issued FASB Accounting Standards Codification Topic 958-205 "*Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds*" (FASB ASC Topic 958-205).

Topic 958-205 provides guidance on the net asset classification of donor-restricted endowment funds for a nonprofit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA). Topic 958-205 also requires additional disclosures about an organization's endowment funds (both donor-restricted endowment funds and board-designated endowment funds) whether or not the organization is subject to UPMIFA.

The State of New Hampshire enacted UPMIFA effective July 1, 2008, the provisions of which apply to endowment funds existing on or established after that date. The Organization has adopted Topic 958-205. The Organization's endowment consists of donated common stocks and purchased mutual funds established for a variety of purposes that support the Organization's mission. Its endowment includes both donor-restricted and funds designated by the Board of Directors to function as endowments. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulation to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- 1) The duration and preservation of the various funds
- 2) The purposes of the donor-restricted endowment funds
- 3) General economic conditions
- 4) The possible effect of inflation and deflation
- 5) The expected total return from income and the appreciation of investments
- 6) Other resources of the Organization
- 7) The investment policies of the Organization

Investment Return Objectives, Risk Parameters and Strategies

The Endowment Fund was established to provide a source of continued support for the service provided by the Council. The finance committee has the authority to invest in mutual funds, cash or cash equivalents or Electronically Traded Funds (ETF) in proportions at their discretion. The Endowment Fund is invested with a recommended mix of approximately 53% equities, 46% fixed income and 1% cash and cash equivalents.

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
 Years Ended September 30, 2021 and 2020

6. INVESTMENTS AND INVESTMENTS, ENDOWMENT (Continued)

Spending Policy

The spending policy is to take distributions of annual amounts of 5% of the trailing eight quarter average value of the fund assets. However, 83% of the balance of the fund may be spent if authorized by a majority vote of the Board of Directors. The remainder of the fund is made up of net assets with donor restrictions in perpetuity. These donor restricted funds allow for the earnings to be released for spending each year.

The composition of endowment net assets and the changes in endowment net assets as of September 30, 2021 and 2020 are as follows:

	<u>Board Designated</u>	<u>Restricted in Perpetuity</u>	<u>Total</u>
Endowment net assets, September 30, 2019	\$ 102,070	\$211,994	\$314,064
Net, contributions/withdrawals	2,657	-	2,657
Investment income	2,449	5,247	7,696
Net appreciation	1,922	4,974	6,896
Withdrawals in accordance with spending policy	<u>(9,810)</u>	<u>(10,855)</u>	<u>(20,665)</u>
Endowment net assets, September 30, 2020	<u>\$ 99,288</u>	<u>\$211,360</u>	<u>\$310,648</u>
Net, contributions/withdrawals	165,382	-	165,382
Investment income	2,715	4,729	7,444
Net appreciation	8,410	27,008	35,418
Withdrawals in accordance with spending policy	<u>(6,878)</u>	<u>(11,630)</u>	<u>(18,508)</u>
Endowment net assets, September 30, 2021	<u>\$268,917</u>	<u>\$231,467</u>	<u>\$500,384</u>

7. COMPENSATED ABSENCES

Employees of the Organization are entitled to paid vacation depending on job classification, length of service, and other factors. The statement of financial position reflects accrued vacation earned, but unpaid as of September 30, 2021 and 2020 in the amounts of \$96,504 and \$84,830, respectively.

8. LINE OF CREDIT

The Council has a \$200,000 line of credit at an area bank, unsecured, with a variable interest rate equal to the Wall Street Journal Prime Index. The line of credit expires May 15, 2022. The interest rate at September 30, 2021 and 2020 was 3.25% and 3.75%, respectively. Interest payments are required monthly. There was no outstanding balance as of September 30, 2021 and 2020, respectively.

9. CONTINGENT LIABILITIES

Grants often require the fulfillment of certain conditions as set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. Although the return of the funds is a possibility, the Board of Directors deems the contingency unlikely, since by accepting the grants and their terms, it has made a commitment to fulfill the provisions of the grant.

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
 Years Ended September 30, 2021 and 2020

**10. LEASE OBLIGATION**

In May 2011, the Council entered into an agreement to lease property in Littleton over twenty years, expiring May 2031, in an amount equal to the tax assessment of the property, payable in monthly installments. During the years ended September 30, 2021 and 2020, respectively, the Council expensed rent in the amount of \$4,200 related to the lease.

The Council leases property in Littleton. As of the date of this report the Council is operating under a verbal agreement. During the years ended September 30, 2021 and 2020, respectively, the Council expensed rent in the amount of \$16,474 and \$16,474 related to the lease, respectively.

In November 2019 the Council entered a new lease agreement for additional space in Littleton. This is a three-year lease expiring in October 2022. Rent expense related to this lease was \$5,390 and \$5,390, respectively for the years ended September 30, 2021 and 2020.

The Council leases a property in Lincoln, New Hampshire. The current lease agreement expires in December 2023. During the years ended September 30, 2021 and 2020, respectively, the Council expensed rent in the amount of \$12,528 and \$12,442 related to this lease.

In October 2021 the Council renewed a one-year lease of property in Bristol, New Hampshire. The agreement expires in September 2022. During the years ended September 30, 2021 and 2020, respectively, the Council expensed rent in the amount of \$7,200 and \$10,200, respectively related to this lease. The rent was temporarily decreased due to the lack of use due to Covid-19.

The Council leases property in Orford, New Hampshire. As of the date of this report the Council is operating under a verbal agreement. During the years ended September 30, 2021 and 2020, respectively, the Council expensed rent in the amount of \$885 and \$4,350, respectively related to the lease.

In January 2016 the Council entered a ten-year agreement with the town of Canaan to mutually maintain the Indian River Grange Hall. The in-kind value of the lease is determined to be \$13,000 and is included in the financial statements.

Future minimum lease payments on the above leases as of September 30 are:

2022	\$ 30,734
2023	22,558
2024	7,332
2025	4,200
2026	4,200
Thereafter	<u>40,600</u>
	<u>\$ 109,624</u>

The Council also leases office equipment under short-term operating lease agreements.

**11. ECONOMIC DEPENDENCY**

The Council receives a substantial amount of its revenues and support under federal and state funded fee for service contracts, grants and programs (primarily passed through the State of New Hampshire). If a significant reduction or delay in the level of support were to occur, it may have an effect on the Council's programs and activities. The following reflects activity for the year ended September 30, 2021:

Federal and State Funded Contracts, Grants and Programs	\$2,139,983
Percentage of Total Support and Revenue	61%

One-time Covid-19 grants totaled \$147,812. The regular contracts percentage of total support and revenue was 57%.

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
 Years Ended September 30, 2021 and 2020

**12. BOARD-DESIGNATED NET ASSETS**

Board designated net assets consist of the following at September 30:

	<u>2021</u>	<u>2020</u>
Investment reserve	\$ 103,772	\$ 64,796
Mascoma area reserve	27,737	24,032
Plymouth reserve	11,809	10,265
Littleton reserve	120,850	105,655
Horse Meadow reserve	46,750	41,090
GCSCC Endowment fund	<u>268,917</u>	<u>99,288</u>
Total board designated net assets	<u>\$ 579,835</u>	<u>\$ 345,126</u>

**13. NET ASSETS WITH DONOR RESTRICTION**

Net assets subject to expenditure for specific purpose or time:-

	<u>2021</u>	<u>2020</u>
Marketing & development	\$ 2,020	\$ 2,020
Veteran services	12,575	-
Basket raffle	556	556
Food Pantry	2,663	1,462
Congregate chairs	1,500	-
Tufts health plan	605	1,804
Bus matches	13,300	13,300
Shelf stable food	995	1,110
NHCF for arts	<u>5,000</u>	<u>5,000</u>
Subtotal	<u>39,214</u>	<u>25,252</u>

Net assets subject to restriction in perpetuity:

Clapper Memorial Fund	36,925	33,819
Jean Clay fund	<u>194,542</u>	<u>177,541</u>
Subtotal	<u>231,467</u>	<u>211,360</u>

Total Net Assets With Donor Restriction \$270,681 \$236,612

**14. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Council has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. The Council's primary source of support is grants and tuition. That support is held for the purpose of supporting the Council's budget. The Council had the following financial assets that could be readily made available within one year to fund expenses without limitations:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 587,610	\$576,914
Investments	310,918	245,838
Accounts receivable	18,413	4,737
Grants receivable	<u>274,199</u>	<u>201,727</u>
	1,191,140	1,029,216
Less amounts subject to:		
Donor imposed restriction	<u>(270,681)</u>	<u>(236,612)</u>
	<u>\$ 920,459</u>	<u>\$ 792,604</u>

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
 Years Ended September 30, 2021 and 2020

**15. FAIR VALUE MEASUREMENTS**

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Council is required to disclose certain information about its financial assets and liabilities. Fair values of assets measured on a recurring basis at September 30 were as follows:

	<u>Fair Value</u>	<u>Quoted Prices in Active Markets For Identical Assets (Level 1)</u>	<u>Significant other Observable Inputs (Level 2)</u>
<u>2021</u>			
Investments & Endowment	\$ 811,302	\$ 811,302	\$ -
Accounts receivable	18,413	-	18,413
Grants receivable	<u>274,199</u>	<u>-</u>	<u>274,199</u>
	<u>\$ 1,103,914</u>	<u>\$ 811,302</u>	<u>\$ 292,612</u>
<u>2020</u>			
Investments & Endowment	\$ 556,486	\$ 556,486	\$ -
Accounts receivable	4,737	-	4,737
Grants receivable	<u>201,727</u>	<u>-</u>	<u>201,727</u>
	<u>\$ 762,950</u>	<u>\$ 556,486</u>	<u>\$ 206,464</u>

Fair values for investments and endowment were determined by reference to quoted market prices and other relevant information generated by market transactions. The fair value of accounts and grants receivable are estimated at the present value of expected future cash flows.

**16. RENTAL INCOME**

The Council rents three parking spaces on a month-to-month verbal agreement for \$75 per month. The Council also had a one-year lease agreement for use of its building in Plymouth, New Hampshire. The lease was for \$200 per month and expired in June 2021. The agreement has continued on a month-to-month basis.

Rental income for the years ended September 30, 2021 and 2020 were \$3,300 and \$14,932, respectively. There is no required future minimum rental income.

**17. SBA PAYROLL PROTECTION PROGRAM LOAN**

On April 23, 2020 the Council received approval of a loan from The U.S. Small Business Administration as part of the Paycheck Protection Program in the amount of \$359,800. This loan calls for interest fixed at 1%. No payments were required for six months from the date of the loan. This note was to mature two years from the date of first disbursement of the loan.

This loan was forgiven under the provisions of Section 1106 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (P.L. 116-136) on January 21, 2021.

**18. RISKS AND UNCERTAINTIES – COVID-19**

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which may negatively impact future financial performance. The potential impact of these uncertainties is unknown and cannot be estimated at the present time.



## ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

46 N. STATE STREET  
CONCORD, NEW HAMPSHIRE 03301  
TELEPHONE (603) 228-5400  
FAX # (603) 226-3532

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

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

To the Board of Directors  
Grafton County Senior Citizens Council, Inc.  
Lebanon, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Grafton County Senior Citizens Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2021, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 23, 2022.

#### **Report on Internal Control over Financial Reporting**

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

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

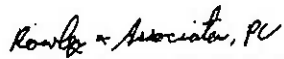
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

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

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

### **Purpose of This Report**

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



Rowley & Associates, P.C.  
Concord, New Hampshire  
June 23, 2022

## ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

46 N. STATE STREET  
CONCORD, NEW HAMPSHIRE 03301  
TELEPHONE (603) 228-5400  
FAX # (603) 226-3532

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

### INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors  
Grafton County Senior Citizens Council, Inc.  
Lebanon, New Hampshire

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

##### Opinion on Each Major Federal Program

We have audited Grafton County Senior Citizens Council, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Grafton County Senior Citizens Council, Inc.'s major federal programs for the year ended September 30, 2021. Grafton County Senior Citizens Council, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Grafton County Senior Citizens Council, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2021.

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

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

We are required to be independent of Grafton County Senior Citizens Council, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Grafton County Senior Citizens Council, Inc.'s compliance with the compliance requirements referred to above.

##### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Grafton County Senior Citizens Council, Inc.'s federal programs.

##### Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Grafton County Senior Citizens Council, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not

a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Grafton County Senior Citizens Council, Inc.'s compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Grafton County Senior Citizens Council, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Grafton County Senior Citizens Council, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Grafton County Senior Citizens Council, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

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

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

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

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

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

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



Rowley & Associates, P.C.  
Concord, New Hampshire  
June 23, 2022

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
Year Ended September 30, 2021

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

1. The auditor’s report expresses an unmodified opinion on the financial statements of Grafton County Senior Citizens Council, Inc.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor’s Report. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Grafton County Senior Citizens Council, Inc., which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance. No material weaknesses are reported.
5. The auditor’s report on compliance for the major federal award programs for Grafton County Senior Citizens Council, Inc. expresses an unqualified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.

7. The programs tested as major programs were:

<u>Federal Program, Aging Cluster:</u>	<u>Federal Assistance Number</u>
Title IIIB, Supportive Services and Senior Center	93.044
Title IIIC, Nutrition Services	93.045
Nutrition Services Incentive Program – Food Distribution	93.053

8. The threshold used for distinguishing between Type A and B programs was: \$750,000.
9. Grafton County Senior Citizens Council, Inc. qualified as a low-risk auditee.

**SECTION II – FINANCIAL STATEMENT FINDINGS**

No Matters Were Reported

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No Matters Were Reported

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
 Year Ended September 30, 2021

<u>Federal Grantor/Pass-Through Grantor/Program or Cluster Title</u>	<u>Federal Assistance Number</u>	<u>Federal Expenditures</u>
<b>US DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>		
<i>Passed through the NH Department of Health and Human Services</i>		
<b>AGING-CLUSTER</b>		
Title IIIB, Supportive Services and Senior Centers	93.044	\$ 59,005
Title IIIC, Nutrition Services Incentive Program	93.045	523,472
COVID-19 - Title IIIC, Nutrition Services Incentive Program	93.045	<u>37,408</u>
		<u>560,880</u>
Nutrition Services Incentive Program - Food Distribution	93.053	<u>121,904</u>
<b>TOTAL AGING-CLUSTER</b>		<u>741,789</u>
Service Link, Special Programs for the Aging, Title IV, and Title II	93.048	13,188
Service Link, National Family Caregiver Support, title III, Part E	93.052	27,056
Service Link, Medicare Enrollment Assistance Program	93.071	3,683
Service Link, State Health Insurance Assistance Program	93.324	12,297
Title XX, Social Services Block Grant	93.667	181,193
Service Link, Social Services Block Grant	93.667	<u>9,430</u>
		<u>190,623</u>
Service Link, Medical Assistance Program	93.778	<u>86,378</u>
<b>TOTAL US DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>		<u>1,075,014</u>
<b>US DEPARTMENT OF AGRICULTURE</b>		
<i>Direct Program - Community Facilities Loans and Grants</i>	10.766	<u>29,000</u>
<b>US DEPARTMENT OF VETERAN AFFAIRS</b>		
<i>Passed through the NH Department of Military Affairs Veterans Services</i>		
COVID-19 - Traditional Veteran Services Support Program	64.033	<u>7,957</u>
<b>CORPORATION FOR NATIONAL AND COMMUNITY SERVICE</b>		
<i>Direct Program - Title IIA, Retired and Senior Volunteer Program (RSVP)</i>	94.002	<u>98,517</u>
<b>DEPARTMENT OF THE TREASURY</b>		
<i>Passed through the Governor's Office for Emergency Relief &amp; Recovery</i>		
COVID-19 - Volunteer NH	21.019	38,215
COVID-19 - Senior Center Modification Program	21.019	<u>42,328</u>
		<u>80,543</u>
COVID-19 - Special Programs for the Aging, Title IV, and Title II	93.048	20,000
COVID-19 - State Health Insurance Assistance Program	93.324	<u>1,904</u>
<b>TOTAL DEPARTMENT OF THE TREASURY</b>		<u>102,447</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>		<u>\$ 1,312,935</u>

The accompanying notes are an integral part of this schedule

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
Year Ended September 30, 2021

**NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Grafton County Senior Citizens Council, Inc. under programs of the federal government for the year ended September 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Grafton County Senior Citizens Council, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Grafton County Senior Citizens Council, Inc.

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

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

**NOTE 3 – INDIRECT COST RATE**

Grafton County Senior Citizens Council, Inc. has elected to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.



**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**

**BOARD OF DIRECTORS**

**2022**

<b>President</b> Bob Muh	Littleton, NH
<b>Vice President</b> Bill Geraghty	Hanover, NH
<b>Treasurer</b> Dean Cashman	Lebanon, NH
<b>Secretary</b> Martha Richards	Holderness, NH
Neil Castaldo	Hanover, NH
Lori Fortini	Lebanon, NH
Bill Karkheck	Bridgewater, NH
Shauna Kimball	North Haverhill, NH
Craig Labore	Grantham, NH
Steve Marion	Hanover, NH
Doug Menzies	Littleton, NH
Natalie Murphy	Bridgewater, NH
Samantha Norrie	Littleton, NH
Christine St. Laurent	Campton, NH



# *Maureen Lynn Platt-Russell*

## *Education*

- 2012-2014      **M. Ed. Human Services**  
Plymouth State University  
Plymouth, NH
- 1996-1999      **B.A. Liberal Arts, Psychology Concentration**  
Western Washington University  
Bellingham, WA

## *Experience*

- 2022- Present      **Center Manager ServiceLink of Grafton County-Littleton, NH**
- Recruiting, hiring and supervising of all staff.
  - Establishing and monitoring program budget.
  - Collaborating with BEAS, DHHS and GCSCC to develop and implement services as outlined in contract.
- 2021-2022      **Director Horse Meadow Senior Center-Haverhill, NH**
- Recruiting, hiring and supervising of all staff and volunteers.
  - Development and implementation of programs including transportation, home delivered meals and congregate meals.
  - Providing financial accountability for center operations.
- 2014-2021      **Executive Director Generations Adult Day Services-Mayfield, KY**
- Hired, supervised and trained all employees.
  - Provided oversight of all operational aspects of program.
  - Ensured state regulations were met.
  - Performed regular case management duties for HCB.waiver clients.

- 2012-2014      **Care Manager** Crotched Mountain Community Care-Whitefield, NH
- Assisted older adults/ persons with disabilities in maintaining independent living (37 client caseload).
  - Collaborated with caregivers in maintaining loved ones at home.
  - Performed functional & psychosocial assessments.
- 2010-2012      **Caregiver Support Community Organizer** ServiceLink-Littleton, NH
- Coordinated efforts to support family caregivers in Northern NH.
  - Delivered training to professional and non professional caregivers.
  - Facilitated development of network of informal providers.
  - Provided technical assistance to developing programs.
- 2007-2009      **Long Term Support Counselor** ServiceLink-Littleton, NH
- Provided information/referral for aging & disabled persons of NH.
  - Counseled long-term care consumers in options available to them.
  - Assisted in securing appropriate care level based on client choice.
  - Advocated for client access to state, federal and local services.
- 2005-2006      **Registrar** Grafenwoehr Elementary School-Grafenwoehr, Germany
- Maintained enrollment records for 300 students.
  - Fielded all inquiries of the front desk.
  - In-processed new students & provided information to parents.
  - Performed clerical duties as assigned.
- 2003-2004      **Long Term Case Manager** Larimer County-Fort Collins, CO
- Managed 72 client caseload of disabled & elderly people.
  - Performed functional & psychiatric assessments.
  - Authorized budgets and set up in-home services.
  - Developed individualized care plans.
- 2002-2003      **Case Manager** Lake Whatcom Residential Treatment Center- Bellingham, WA
- Managed caseload of 16 chronically mentally ill adults.
  - Performed psychiatric & rehabilitation assessments.
  - Developed treatment plans with clients and treatment team.
  - Assisted clients in transitions to community setting.

2001-2002 **Mental Health Specialist St Joseph's Hospital-Bellingham, WA**

- Performed psychiatric assessments for acutely ill in patients.
- Executed behavioral management as appropriate.
- Provided crisis intervention & education on symptom management.
- Monitored & documented client treatment progress.

1998-2002 **Program Assistant St Joseph's Adult Day Health-Bellingham, WA**

- Managed caseload of 6 older adults in 40 participant facility.
- Developed & facilitated individualized treatment plan.
- Coordinated care plan with multidisciplinary team.
- Organized and led day treatment groups.

- **CRS/AD** Community Resource Specialist-Aging & Disabilities
- **SHIP** State Health Insurance Assistance Program
- **PTC** Powerful Tools for Caregivers
- **CPR** Cardiopulmonary Resuscitation

- **OAKS** Organized Acts of Kindness for Seniors member
- **Whitefield Christian Church** member

## RESUME

Joan M. Laplante

### PROFESSIONAL EXPERIENCE

**Mascoma Area Senior Center – GCSCC**  
Canaan, NH 03740  
January, 2013 to present

Outreach worker – Assisting consumers to help maintain health and independence.  
Provide assistance in coordination and continuity of care.

**ServiceLink – GCSCC**  
Lebanon, NH 03766  
May, 2013 to present

Resource Center Information and Referral Specialist.  
Link individuals who need assistance with appropriate service providers and/or supply information about the agencies which offer services.  
SHIP: Part D certified

**Child and Family Services**  
Laconia/Concord, NH  
October, 2009 to January, 2011

Per Diem Parent Aide (Child Health Care Worker) – In home support; Supportive Counseling, Health and Safety Education, Parenting Education, Life Skills Development, Supervised Visitation between parents and children.

October, 2009 to June, 2013

Per Diem Relief Counselor in group home-Act as a positive role model for troubled children 12-18 years of age.

**Hannah House**  
Lebanon, NH 03766  
November, 2006 to December, 2012

Respite Residential Counselor- Possess an interest in families, patience, a sense of humor and a strong sense of identity and self confidence. Act as a positive role model for pregnant and parenting teens.

**Franklin School District**  
Franklin NH 03235  
February, 2006 to November, 2012

One on one aide; Franklin School District - Help child become and independent learner and productive member of society.

2011 School Year

Floater; PCA; One on one aide to fifteen students on an as per needed basis.

**Lake Sunapee VNA**  
New London, NH 03257  
May, 1991 to May, 2005

Fourteen years experience working for a non-profit agency. Scheduled twenty or more professional staff daily. Possess strong customer service skills; organized, self-motivated, detail oriented, able to multitask and meet deadlines.

### **EDUCATION:**

Hesser College, Manchester, NH 03204  
Associates Degree: Secretarial Sciences

Granite State College, Newport, NH 03773  
Bachelor of Science Degree: Self Design:  
Family Studies/Human Services

### **Continued Education:**

10 <sup>th</sup> Annual State Suicide Prevention Conference	Bedford, NH	November, 2013
MCM-Medicaid Care Management	W. Lebanon, NH	November, 2013
Medicare Part D	Concord, NH	October, 2013
Medicare Training	New London, NH	September, 2013
Granite Steps to Success for Youth On their Own	Claremont, NH	June, 2013
Elder Abuse, Neglect, and Exploitation	Concord, NH	May, 2013
Suicide Prevention and Intervention Training	Concord, NH	2011

Stop the Bullying a Collaborative Approach		2011
CPR/ First Aid		2009
Medication Certification		2010
Water Safety and Supervision Training		2009
CADCA Conference- Anti Drug Coalitions of America	Arizona	2010
How to De-escalate Students		2009
The Circle of Courage: Reclaiming Youth at Risk		2009

# Sue MacKillop

## Education

BA in Psychology, May 1972  
Skidmore College  
Saratoga Springs, NY 12866

MA in Elementary Education, May 1976  
Concentration: Early Childhood  
Certification K-6  
St. Joseph College  
West Hartford, CT 06117

## Current Certifications

Vermont Level II Professional Educator's License  
Elementary Education

## Professional Experience

Team Area Manager - Lamoille County  
Capstone Head Start  
20 Gable Place  
Barre, VT 05641  
March 2014- present

Tri-County Head Start  
610 Sullivan St.  
Berlin, NH 03570

July 2004- March 2014 - Assistant Director/ Education Services Manager  
Jan. 2003-July 2004 - Education Service Manager/ Area Coordinator  
July 2002- Dec. 2002 - Community Partnerships Service Manager/  
Area Coordinator

First Grade Teacher, 2001-2002  
Mary Hogan School  
Middlebury, VT 2001-2002

Kindergarten/Preschool Teacher, 1997-2001  
Bridport Central School  
Bridport, VT

Director/Lead Teacher 1992-1997  
Shoreham Elementary School  
Shoreham, VT

Kindergarten Teacher 1981-1986  
Salisbury Elementary School  
Salisbury, VT

First Grade Teacher, 1977-1980  
Groveton Elementary School  
Groveton, NH

### References

Alison Morgan, ServiceLink Resource Center Manager/Director

Lisa Couture  
Disabilities Services Manager  
Tri-County Head Start

Kathy Reynolds  
Addison Central Supervisory Union  
Early Essential Education Specialist

\*\*\* Additional references available on request



# ALLIE SLINGSBY

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## PROFESSIONAL SUMMARY

Charming and poised individual performing various duties, including coordination of insurance benefits, organization of patient charts, and data entry. Known for having excellent customer engagement, adaptability, and time management skills. Offers dynamic service to patrons and guests.

## SKILLS

Medical Transcription  
Microsoft PowerPoint  
Microsoft Word  
Microsoft Excel  
Zoom Meetings  
Cerner  
ICD 10 for Physical Therapy

## EDUCATION

**Associate:** Science

Fresno Pacific University  
Fresno, CA

**Associate:** Biology

President Scholarship, Athletic  
Scholarship, Transferred home  
due to chronic illness.

**Career Step**

Lehi, UT • 08/2020

**Medical Transcription And  
Editing Certificate:** Medical  
Transcription

Heartland Community College  
Normal

## WORK HISTORY

Physical Therapy Department - Medical Hills Internists  
Front Desk Personnel  
Bloomington, IL • 10/2014 - 06/2017

- Scheduling and interaction with patients and colleagues.
- Coordination of Medicare and private insurance benefits.
- Obtained pre-authorizations and processed referrals.
- Understanding of health insurance policy and procedures.
- Working with medical specialists and insurance agencies.
- Handled money transactions for co-pays, medical bills, Medicare calculator, and in-office sales
- Charting/medical bill coding.
- Maintained and updated healthcare records.
- Provided back-up assistance to other departments such as radiology and scanning.
- Experience with data entry of medical records and patient information using Cerner.
- Complied with HIPPA Privacy and Security Regulations handling patient information.
- Utilized multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
- Welcomed new arrivals, confirmed and authenticated appointments.
- Provided services efficiently and with high-level of accuracy.

Normal, IL • 08/2015

**Associate of Science:**

Biological And Physical  
Sciences

Carepaks Health Services

Normal

Normal, IL • 05/2014

CNA: Nursing Assistance

**Summer Caretaker - Child Caretaker**

*Bloomington • 05/2013 - 08/2013*

- Full-time summer job taking care of two children, which included:
  - Coordination of schedules.
  - Transportation to/from summer activities.
  - Handled finances.
  - Responsible for well-being of children.
  - Meal planning/preparation.
  - Enforced rules and managed behavior through developmentally appropriate discipline.
  - Maintained effective schedule balance between rest periods, active play and instruction.

**Child Caretaker - Caretaker**

*Bloomington, IL • 01/2012 - 05/2012*

- After school care taker for family with two young children.
- Coordination of schedules.
- Transportation to/from after school activities.
- Handled finances.
- Responsible for well-being of children.
- Meal planning/preparation.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Maintained effective schedule balance between rest periods, active play and instruction.

**Advocate Bromenn Hospital - Volunteer**

*Normal, IL • 01/2011 - 08/2011*

- Assisted hospital staff in the following:
  - Discharging patients.
  - Escorting visitors and patients.
  - Answering phones.
  - Accepting deliveries.
  - Transferring lab samples.
  - Filling paperwork.
  - Maintaining the front desk.

**Christopher E. Mayer**

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**Experience:**

<b>Central Vermont Council on Aging Hybrid Case Mgr/Options Counselor</b>	<b>Barre, VT Jan21 to August22</b>
<b>Coopfoodstore FLORAL SPECIALIST</b>	<b>Hanover, NH Oct20 to Dec21</b>
<b>King Arthur Flour DRIVER/ INVENTORY SPECIALIST</b>	<b>Norwich, VT Oct 2017 to June 2020</b>
<b>White River Council on Aging BUS DRIVER</b>	<b>White River Junction, VT July 2016 to Jan 2017</b>
<b>Carepro HOME HEALTH CARE PROVIDER</b>	<b>Hanover, NH October 2013 to June 2014</b>
<b>Rooted Health Acupuncture ACUPUNCTURIST</b>	<b>Lebanon, NH Oct 2007 to June 2014</b>
<b>Central Aroostook ARC RESIDENT CARE PROVIDER</b>	<b>Presque Isle, ME Oct 2007 to Oct 2008</b>
<b>Heaton Woods RESIDENT CARE PROVIDER</b>	<b>Montpelier, VT April 2002 to July 2004</b>
<b>National Park Service LAW ENFORCEMENT RANGER</b>	<b>National Parks throughout the US June 1992 to December 1995</b>

**Education:**

<b>New York Chiropractic College Master In Science- Acupuncture &amp; Oriental Medicine</b>	<b>Seneca Falls, NY Aug 2004 to Aug 2007</b>
<b>Kean University BA in Public Administration &amp; Criminal Justice</b>	<b>Union, NJ Jan1990</b>
<b>North Eastern Institute of Whole Health Certified Massage Therapist</b>	<b>Manchester, NH 1999</b>
<b>Stonehearth Outdoor Learning Wilderness EMT</b>	<b>Conway, NH 1994</b>
<b>Southwestern Community College National Park Service Seasonal Law Enforcement Training</b>	<b>Sylva, NC 1992</b>

# *Michael E McIntyre*

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## Quick Summary of Transferable Abilities

*counselor ♦ educator ♦ patient ♦ intrinsic approach toward wanting to help people ♦ empathetic personality  
♦ genuine interest toward others ♦ respectful demeanor ♦ approachable ♦ able to exhaust researching a new  
topic ♦ teachable ♦ interested and willing to learn new ideas ♦ open-minded ♦ adaptable ♦ reliable ♦  
dependable ♦ etc...*

## PROFICIENCIES

### As a Leader:

- Advised Junior and Senior National Honor Societies, Student Council, Big Brother/Big Sister mentoring program: bringing together high school and elementary students in year long, one-on-one relationships.
- Organized and delegated authority for managing Proms and Fundraising dinners.
- Coached and mentored various after-school programs including, soccer, basketball, chess club, etc...
- Technology literate and interest: via Smartboard, PowerPoint, Microsoft programs, Internet browsers, etc...

### As a Team member:

- Transitioned social studies curriculum into a competency-based assessment system.
- Created a project-based learning program for Middle School Social Studies Curriculum.
- Created a course component to embed contemporary issues and events into the classroom.
- Attended educational conferences and collaborations with fellow teachers to learn new ideas:

## EXPERIENCE/WORK HISTORY

(1991-Retired 2018) Middle School Social Studies Teacher, Geography, World Studies and US History,  
*Lisbon Regional School, Lisbon, NH.*

(1987-1989) High School Social Studies Teacher, Civics, Economics, Geography, and US History, *White  
Mountains Regional High School, Whitefield, NH.*

(1983-1987) High School Social Studies Teacher, World History, US History, Civics, Economics,  
Contemporary Problems, Psychology, Sociology, *Lisbon Regional School, Lisbon, NH.*

## EDUCATION

Master's in Education, Guidance and Counseling, *Noire Dame College, Manchester, NH (1989)*  
Social Studies Educator (grades 5-12), *Plymouth State University, Plymouth, NH (1981)*  
Master's in Public Education, *University of New Hampshire, Durham, NH (1980)*  
Bachelor of Arts, History, *Bloomsburg University, Bloomsburg, PA (1975)*

## MILITARY

US Army, 528<sup>th</sup> Engineers Detachment; Construction, West Point, NY. Honorable Discharge (1975-1978)

# David DeMontigny

Over 37 years of experience in customer service, human resources, financial management and administration. 10 Years experience in hospitality and maintenance/housekeeping fields. Mature, loyal and dedicated individual who prides himself in providing exceptional customer service and a passion for helping others. Over 17 years experience in supervising and managing personnel. Proficient in Microsoft Word, Excel, PowerPoint and Outlook applications. Retired from Active Duty (Army) with over 30 years of service in 2017.

## Work Experience

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### Store Manager

Circle K - Bethlehem, NH  
April 2022 to Present

During my tenure, I have been able to increase sales at the store location to 20% more than last year figures. I have also been able to assist the store in achieving the #1 store in lottery sales in the northern part of the state and we successfully achieved to be in the top twenty in lottery sales in the entire State of New Hampshire. My job responsibilities are, but are not limited to, hire and train positive, enthusiastic employees, ensuring excellent customer service.

Develop, manage and assign tasks appropriately to ensure the site is clean, adequately stocked, organized and well-kept based on Company standards. Maintain a professional and supportive image among subordinates and supervisor. Schedule employees within Company guidelines to maximize customer service and maintain site image. Implement non-discriminatory related management skills while hiring, training, counseling, motivating and separating employees. Develop positive and professional relationships with all suppliers. Promote excellent service and resolve customer complaints in a timely, professional manner. Promote and ensure a safe, positive public image within the neighboring community. Training and

Development. Prepare on-going and timely performance appraisals in writing for all employees, providing proper performance-based feedback. Train all employees ensuring that customer service, site image and marketing execution meet Company standards. Train all employees on safety procedures and promote safety awareness.

Develop ways and means to ensure that all employees receive proper communication in a timely manner. Establish periodic on-going communication meetings with all site employees and the Market Manager. Organizing and Planning Evaluate and develop specific action plans to address the needs of the site in order to reach the desired objectives. Organize and maintain all site files and manuals. Manage and supervise store employees to ensure that all required and requested reports due are completed accurately and timely. Manage and supervise store employees to ensure that all merchandise is stocked, attractively displayed and priced correctly. Ensure that all required employment related posters and signs are in a place that is easily accessible to all employees. Financial- Analyze daily sales and expense information and take appropriate action to maximize sales and net profits Budget and forecast P&L lines, as well as understand and manage merchandise margins. Safeguard and account for all money received and disbursed.

Conduct monthly inventory on supplies for housekeeping and maintenance. Assisted housekeeping and maintenance personnel on taskings as needed. Perform other duties as assigned by the owners of the company.

### **Local Operations Manager/Acting Assistant General Manager**

Vacasa - Franconia, Conway and Lakes Region, NH  
May 2019 to July 2020

Performed operations management for over 115 vacation properties scatter throughout Franconia, Bethlehem, Littleton, Whitefield, Sugar Hill, Easton, Conway, Center Conway, Wolfeboro, Tuftonboro, Center Harbor, Ossipee, Bretton Woods and Twin Mountain, NH. Responsible for maintenance and housekeeping supervision for over 15 personnel. Directly responsible for consistent owner communications regarding property management. Assisted maintenance and housekeeping personnel with daily tasks. Weekly meetings with Regional Director and General Manager of Vacasa. "Team New Hampshire" was recognized as having the best owner and guest experience scores in the nation three times while I was a

### **Local Operations Manager.**

Summit by Morrison - Whitefield, NH  
May 2018 to May 2019

Responsible for all maintenance, housekeeping and laundry services for a senior living complex that encompasses 33 independent living suites, 24 memory care suites, 12 memory care suites and 14 individual independent living cottages.

Provides supervision to a staff of over 4 personnel. Other duties include, but are not limited to, ordering of supplies for maintenance department, housekeeping and laundry. Maintaining inspection logs and reports, completing semi-annual and annual inventory on all supplies in maintenance, housekeeping and laundry.

Coordinating with vendors and contractors for repair of warranty items, snow removal and walkway treatments, monthly fire drills, monthly extinguisher inspections, periodic sprinkler system testing, monthly checks on HVAC systems, daily checks of boilers, monthly checks of generators, monthly room inspections, coordination of maintenance repairs with appropriate department and/or resident. Work scheduling of housekeeping, maintenance and laundry departments.

### **Route Sales Representative**

Schwan's Home Foods Service - Littleton, NH  
December 2017 to May 2018

Sell and Deliver Schwan's home food products to over 500 customers in 10 towns in northern Vermont. Responsible for safe operation of company provided vehicle and maintain accountability for over \$7000 worth of food product on a daily basis.

Delivers pre-orders and meets face-to-face with customers daily. Performs nightly cashout and deposits of funds received for the day's activities.

### **Maintenance Technician**

Eagle Mountain House - Jackson, NH  
May 2017 to December 2017

Responsible for maintenance and upkeep of a 96 room lodging facility. Daily tasks included setup/teardown of weddings and special functions, general electrical and plumbing repairs, room renovations, pool maintenance, customer assistance, dining room setup, houseman duties as needed, repair of equipment, monthly fire extinguisher inspections, snow plowing and removal, painting, furniture repair,

Responsible for administering a \$1,000,000 plus education budget for over 1700 NHARNG soldiers. Counseled soldiers about various education program options and funding opportunities in both the Department of Defense and Veterans Affairs.

Networked with all pertinent people in NH colleges ensuring a pleasurable experience for NHARNG Soldiers going to college. Briefed entitlements to State Joint Force Headquarters personnel and all 32 units throughout the state.

Assisted all NHARNG retirees and currently serving soldiers with educating and completing all requirements to initiate retirement entitlements to include retired pay, survivor benefits, TRICARE Health and Dental benefits, Veteran Affairs (VA) disability and compensation to include Concurrent Receipt of benefits and Combat Related Special Compensation. Coordinated with local Veteran Service Officers to ensure Soldiers VA compensation packages were completed correctly. Developed periodic reports to higher headquarters using various MS office products.

## Education

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### GED

NH Department of Education - Concord, NH  
August 1990 to September 1990

## Skills

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- Over 37 years of experience in customer service, human resources, financial management and administration. 10 Years experience in hospitality and maintenance/housekeeping fields. Mature, loyal and dedicated individual who prides himself in providing exceptional customer service and a passion for helping others. Over 17 years experience in supervising and managing personnel. Proficient in Microsoft Word, Excel, PowerPoint and Outlook applications. Retired from Active Duty (Army) with over 30 years of service in 2017.

## Louise Gregoire-Allen

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### **Medicare Counselor**

#### **Highlights of Qualifications**

- Worked in human services in northern Grafton and Coos Counties from 1980- 2014
- Past experience educating and assisting people with Medicare programs and issues
- Strong verbal and written communication skills
- Well organized and detail oriented
- Proficient in technology skills

#### **Volunteer Experience**

- Completed hospice volunteer training in 2022
- Home-delivered meals driver (August, 2021- present)
- HISET (high school equivalency) examiner in Littleton, NH (January, 2015- August, 2016)
- Administrator of Good Neighbor Assistance Fund and Emergency Fuel Fund at Franconia Community Church, Franconia, NH (July, 2015- January, 2016)

#### **Professional Experience**

##### **Crotched Mountain Foundation, Greenfield, NH**

Case Manager (October, 2003- retired October, 2014)

- Provided case management services to North Country seniors and adults with disabilities who were in the State of New Hampshire's Choices for Independence program.

##### **N.H. Division of Elderly and Adult Services, Littleton, NH**

Social Worker (March, 2001- September, 2003 and January, 1980 - August, 1983)

- Provided case management/counseling services to seniors and adults with disabilities who were in the Adult In Home, Home and Community Based Care (HCBC), and Protection programs.
- Coordinated community services for these clients.
- Conducted adult protective investigations.

##### **Northern Community Management Corporation, St. Johnsbury, VT**

Resident Services Coordinator (June, 1991- August, 2000)

- Assisted seniors and younger adults with disabilities, living in subsidized housing, maintain their independence by providing direct services, as well as referral services.
- Properties located in Woodsville, Lisbon, Lancaster, Groveton and Berlin, NH.

#### **Education**

Bachelor of Arts- Social Service Major (Magna Cum Laude)- University of New Hampshire, 1973  
Kennett High School- Conway, New Hampshire- (Salutatorian)- 1968



## Kathleen M. Vasconcelos

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### SUMMARY OF SKILLS AND EXPERIENCE

#### Management:

- Association and nonprofit operations management.
- Development of strategic plans, annual budgets, and goals for a nonprofit organization.
- Collaboration with Board members and management to further the organization's mission and goals.
- Hiring and training of new staff members.
- Leading teams to achieve organizational goals.
- Management and implementation of programs and program evaluations.
- Leading regular staff meetings and planning sessions.
- Collaborative team player who develops and maintains relationships with colleagues at every level of the organization and throughout the industry.

#### Marketing and Communications:

- Writing grant applications and funding proposals.
- Preparing marketing and communications plans.
- Managing the creation of annual reports, newsletters, program reports, brochures, video scripts, research reports, and board minutes.
- Managing a communications calendar.
- Creation of presentations.
- Public speaking to audiences including Board members, donors, government entities, and the general public.
- Writing press releases for media outlets nationwide.
- Participation in media interviews with local and national outlets, including The Washington Post, ABC-7 in Washington, DC, Associated Press, and Reuters.
- Strategic use of social media, including Facebook, YouTube, Twitter, and LinkedIn, to promote the organization's mission and specific programs.

#### Development:

- Management of fundraising efforts, including major gifts and annual giving.
- Developing and maintaining relationships with high-level donors, to further the organization's mission, raise funds, and educate donors about programs.
- Creation of written requests for funding from individuals, foundations, corporations, and government entities.
- Preparing reports for donors to highlight program accomplishments and metrics.
- Development of strategic fundraising plans and the tactics to implement the plans.

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**WORK EXPERIENCE**
**Grafton County Senior Citizens Council, Inc.**

10 Campbell Street, Lebanon, NH 03766

Executive Director

Aug. 2018 – Present

**Aircraft Owners and Pilots Association (AOPA) Foundation**

421 Aviation Way, Frederick, MD 21701

Senior Director, Foundation Communications

2017 – 2018

Vice President, Education and Operations

2011 – 2017

Director, Safety Education

2010 – 2011

Manager, Safety Education

2008 – 2010

Senior Research Analyst

1999 – 2003

**Aircraft Owners and Pilots Association (AOPA)**

421 Aviation Way, Frederick, MD 21701

Media and Public Relations Specialist

2005 – 2008

Research Assistant

1998 – 1999

**WOOD Consulting Services, Inc.**

7474 Greenway Center Drive, Suite 800, Greenbelt, MD 20770

Technical Editor (Federal Aviation Administration contract)

2003 – 2005

**EDUCATION**Master of Science, Nonprofit and Association Management  
University of Maryland University College, Adelphi, Maryland

2017

Bachelor of Arts, Communication Studies  
University of Maryland University College, Adelphi, Maryland

2004

Bachelor of Science, Aeronautical Science  
Embry-Riddle Aeronautical University, Daytona Beach, Florida

1997

**OTHER**

- Computer skills: Microsoft Office, Word Press, social media, Millennium fundraising software, Personify association management system
- Recreational pilot and flight instructor
- Germantown HELP food bank volunteer
- Capt. James E. Daly Elementary School PTA volunteer

2016-2018

2013-2018

## **BARRIE ROSALINDA**

### **Career Experience**

**Associate Director, Business Operations**

**Grafton County Senior Citizens Council, Inc.**

**Lebanon, New Hampshire**

**2022 to present**

Responsible for the agency's business operations, including finance, data collection and analysis, contract management, purchasing, payroll, and information technology. Assists the financial team in the development of the agency's budget, audit, and other financial functions. Oversees management of the agency's data for the purpose of both internal and external reporting. Responsible for management of assets, including facilities, fleet of vehicles, and equipment. Plans for future capital needs and maintains the agency's Capital Improvement Plan. Manages agency contracts and purchasing. Supervisory role.

**Financial and Micro Business Development Coach**

**CVOEO**

**Burlington/St. Albans, Vermont**

**2020 to 2022**

The coaching role includes teaching Financial Future classes, collaborative efforts with statewide Micro Business Development programs including Vermont Matching Savings, networking with other non-profit and state agencies, data collection and maintenance; and of course, meeting with clients virtually in both the Growing Money program and the Micro Business Development program. All work is with low to moderate income families. Financial/business knowledge, empathy, ethics & confidentiality, patience & persistence, and professionalism is needed. Pleasant demeanor. Positive attitude.

**Director of Finance**

**Bridges Resort/Bridges Owners Association**

**Warren, Vermont**

**2019 - 2020**

With my hire, all accounting functions were no longer outsourced. The position required building the accounting platform and developing association standards and rules honoring the bylaws and standard accounting practices. Effective communication, collaboration and a team-oriented approach were needed to achieve success. Once the foundation was generated and functioning, the position became more analytical and directive to include data analysis, report generation, strategic planning, and budgeting. The position also included human resource administration and full-charge bookkeeping responsibilities.

**Administrator**

**South Royalton School-Based Health Clinic/HealthHUB**

**Royalton, Vermont**

**2019 - present**

The Administrator role for this small non-profit is to support the organization's working board of directors. The position is part-time and requires simple office administration, bookkeeping, marketing, and website management. The key function of the position is seeking funding and grant writing.

Barrie L. Rosalinda

**Associate Director of the Business Office  
Goddard College  
Plainfield, Vermont**

2018

Reason for leaving: My employment relationship with Goddard College was short lived. After my hire, the college was placed on probation for two years by the accreditation board citing leadership and financial management issues. Additionally, the fiscal financial audit classified the college as a going concern. In the brief time I was employed by the college, the job I was hired to do grew in responsibility and my benefits and salary reduced. It was all very disheartening and unknown to me when I was hired. Out of concern for the future of the college and its ability to continue to employ me, I decided to leave my position – a decision I made within a month of being employed there.

**Director of Finance and Administration  
Classic Designs by Matthew Burak  
St. Johnsbury, Vermont**

2017 - 2018

Development of accounting system to support and accurately reflect operations to enable analysis and explore cost saving opportunities by department/product. Human resource management and oversight to include a concentrated effort in building job descriptions, evaluation of staffing needs, to provide clarity to employees, to develop performance measures and evaluation of employees and to manage workers compensation mod factor. Building professional development opportunities for employees. Financial management inclusive of budget creation and monitoring, cost analysis, and cash flow management. Strategic planning. Policy creation and development inclusive of employee buy-in. Exhaustive exploration and analysis to ensure maximum operating capacity is exercised determined by dissecting all areas of operations. Includes full-charge bookkeeper/controller duties. Leadership and supervisory role.

**Administrative Assistant  
NECCO, Inc.  
Waitsfield, Vermont**

2016-2020

Position required balancing the administrative requirements necessary to secure project bids, record job costs, time-line management as well as all reporting and contract administration. Bookkeeping responsibilities including payroll administration. Ability to interface with federal websites to drawdown funds for specific jobs/contracts. Ability to meet deadlines under pressure.

**Manager  
COMPUCOUNT, INC.  
Randolph, Vermont**

2015-2016

Newly created position designed to balance system development, management and oversight of all bookkeeping functions and bookkeepers for accounting firm. Additionally, the position requires hands-on bookkeeping and payroll processing for clients and tax preparation for clients. The position involved processing high volumes of work accurately by set deadlines. Tax based accounting. Confidentiality. Grace under pressure.

Barrie L. Rosalinda

**Adjunct Faculty**  
**COMMUNITY COLLEGE OF VERMONT**  
**St. Johnsbury, Morrisville, White River Jct. & Montpelier, Vermont**

**2013 - present**

Responsible for designing and developing curriculum to meet the learning objectives established by the college and to meet student needs. Effective communication with diverse populations is necessary. Presentation and assessment skills required. Requires a degree of creativity to address varied student learning styles. Business, management, communication, and accounting knowledge required to teach accounting and business-related courses. Self-branding skills needed to generate enrollment. Confidentiality. Enthusiasm.

**Controller**  
**Accounting Department Manager/Human Resource Manager**  
**WILKINS ENTERPRISES, INC.**  
**DBA Wilkins Harley-Davidson**  
**South Barre, Vermont**

**2013 - 2015**

Daily monitoring of five departments ensuring point of sale transactions were managed according to dealership policy, motor company expectations, and adherence to Generally Accepted Accounting Principles. Extensive work with account reconciliation, general ledger, transaction data and analysis, and inventory management and controls, and cash flow. Full charge bookkeeping responsibilities. Continuous process improvement designed to build and support strategic growth. Team focused environment requiring strong commitment to a customer centric approach for both internal and external customers. The position requires quick response to fast paced and high-volume work. Ability to fully comprehend systems was necessary to enable prioritization. Supervisory role.

**Accounting Manager**  
**DUBOIS & KING**  
**Randolph, Vermont**

**2011-2013**

Process management of internal controls coordinating five locations. Intimate knowledge required of company-wide projects. Constant budgetary monitoring of individual projects requiring up-to-date data entry monitoring and coordination with project engineers. Oversight of monthly invoicing cycles as part of cash flow management, labor analysis and management, and weekly report generation. Supervisory role of accounting staff.

**Business Consultant**  
**ROSALINDA CONSULTING**

**2010 - present**

Specializing in non-profit organizations: process and procedure development; operationalization aligned with policy, financial management, design, and record keeping; grant writing, board development, and building an infrastructure for a sustainable future. Extensive work with Board of Directors, expertise in budget creation and grants management, development of sustainable growth strategies, cash flow analysis and projections, and financial statement analysis inclusive of year-to-year comparisons of financial ratios. Grace, objectiveness, adaptability, flexibility, and confidentiality.

Barrie L. Rosalinda

**Business/Operations Manager  
Controller**

**INSTITUTE FOR INNOVATIVE TECHNOLOGY IN MEDICAL EDUCATION  
Lebanon, New Hampshire**

**2007-2010**

Administered the business operations utilizing the knowledge necessary to execute the day-to-day operations, manage and sustain growth, develop infrastructure, market, respect fiscal constraints, and build a desired corporate culture. Served as liaison between subscribing medical institutions and medical doctor executive directors coordinating with hundreds of doctors nationwide. Creation and maintenance of organizational budget. Negotiated contracts with institutions for the purchase of medical doctor's time and contracts with national organizations outlining collaborative efforts resulting in the development of virtual patient cases. National level event planning and execution. Represented the organization, its leadership, and collaborating medical doctors at national conferences. Success enhanced with the ability to be flexible, to identify problems as opposed to symptoms, to problem solve creatively and be resourceful, and adapt to a constantly changing environment. Must be confident when speaking to large groups, always demonstrate professionalism, exercise patience in striving to reach efficiencies, and remain sensitive to the politics of collaborators.

**Public Transit Coordinator  
Vermont Ride Share Coordinator  
VERMONT AGENCY OF TRANSPORTATION  
Montpelier, Vermont**

**2005-2007**

Served the public by coordinating efforts of public transit providers throughout the state. Monitored provider business activity evaluating compliance with state and federal funding agreements conducting detailed exploratory compliance reviews resulting in formal written reports presented orally to board of directors. Required well-rounded operational knowledge of business administration, strong written and verbal communication, and ability to interpret state and federal regulations demonstrating knowledge of how to apply them to day-to-day operations, skillful negotiation abilities in the face of adversity and confrontation and demonstrated maturity in dealing with the public. Coordinated tristate initiative for carbon footprint reduction with carpooling and vanpooling programs in Vermont, New Hampshire, and Maine inclusive of research, development of project plan and execution of plan. Developed a statewide funding formula for a specific program shared among transit providers.

Prior work includes:

- Prevent Child Abuse Vermont – Controller (fund accounting)
- Town of Bethel – Accountant (fund accounting, tax billing, utility billing, delinquent tax management)
- Sullivan, Brownell & Davies – Accountant, Media Buyer (advertising agency)
- WSKI – Broadcast Media, Traffic Coordinator, on-air staff
- State Farm Insurance - Administration

**Education**

**Master of Business Administration  
Financial Management Specialization  
Northcentral University, Prescott, AZ, 2012  
GPA 3.57**

Barrie L. Rosalinda

**Master of Business Administration**  
Norwich University, Northfield, VT, 2004  
GPA 3.50

**Bachelor of Science, General Studies**  
*Accounting Concentration*  
Johnson State College, Johnson, VT, 2001  
Magna cum Laude

**Associates, Liberal Arts**  
*Small Business Management Concentration*  
Community College, Montpelier, VT, 1995

**Community Service**

Youth Catalytics  
Charlotte, Vermont  
Former Trustee & Treasurer

Habitat for Humanity  
Randolph Vermont Chapter  
Former Secretary to the Board of Directors  
Former Representative of Randolph Chapter to Central Vermont Habitat

Stop It Now!  
Northampton Massachusetts  
Former Board of Director Member

St. John's Episcopal Church, Randolph VT  
Former

St. Margaret's Guild President, Editor of church newsletter, Treasurer

Kimball Library Volunteer

**Alison H. Morgan**

**CAREER OBJECTIVE**

To continue in the field of Social Services preferably in administration.

**EXPERIENCE**

**ServiceLink of Grafton County Director July, 2014 – Present**

Hiring and supervision of staff, establish and monitor program budget, work in collaboration with ServiceLink Advisory Board, GCSCC Board of Directors and the Department of Health and Human Services in developing and carrying out services as outlined in the agreement with the Department.

**Southern New Hampshire Services – Housing May, 2013 - Present**

Responsible for eligibility for independent senior housing, implementation of HUD and EIV regulations.

**State of New Hampshire – Head Start State Collaboration Office May, 2013 – October, 2013**

Contract position to research and analyze data on School Readiness and Family Engagement collected by the five New Hampshire Head Start programs and the Department of Education to determine outcomes in each area.

**Tri County Community Action Head Start September, 1993 – May, 2013**

2002 – 2013 Program Director

Established and monitored program budget, grant writing, training for all staff and volunteers, on-going training and technical assistance to the CAP Board of Directors, creation and implementation of program goals, research and development of the Community Needs Assessment for the three Northern New Hampshire Counties, established policies and procedures for volunteers, created collaborative agreements with school departments and community agencies, interpretation and implementation of federal and state regulations, program design and management.

1999 - 2002 Assistant Director

Clinical supervision of Area Coordinators/Service Managers, established training for all staff based on identified needs and mandates, designed and implemented personnel appraisal process, monitored training budget.

1994 – 1999 Family Services Manager/Area Coordinator

Established and monitored social services delivery systems, provided training and technical assistance to Managers and staff, provided direct supervision to local site staff in all component areas (Education, Nutrition, Transportation, Health), established and monitored child abuse and neglect policies and procedures.

1993 – 1994 Family Support Coordinator

Recruitment and registration of children and families entering into the program, assisting families with on-going social service, health and nutrition needs, community advocacy and developing and working with volunteer parent groups.

**Loon Mountain Corporation**

**November, 1991 – September, 1993**

Director, Children's Programs

Established and supervised programs for children 6 weeks to 12 years old.



**State of New Hampshire – Division for Children  
Youth and Families**

**June, 1983 – November, 1991**

Supervisor

Supervision of direct service workers and child protection workers in all areas of community networking and coordination of services to families, implementation of state and federal law, managed budgets and provided training on local and state levels.

**Nashua Children's Association, Nashua New Hampshire      September, 1982 – June, 1983**

Family Counselor

Provided direct services for families with children at risk of being placed out of the home, intake and referrals, established policies and procedures, developed monthly statistical reports for the Board of Directors.

**Youth Adult Council, Westport, Connecticut**

**August, 1981 – September, 1982**

Family Services Coordinator

Crisis counseling for youth under the age of 18 and their families, career counseling, job placements, design and implementation of educational and recreational programs, grant writing.

**EDUCATION**

University of Connecticut

Graduate School of Social Work – 16 credits

Southern Connecticut State University

BS – Accredited degree in Social Work with double minor in Child Psychology and Sociology. 1981

Graduated with honors.

**HONORS and AWARDS**

Who's Who in American Colleges and Universities, 1981

Head Start Social Services Competency Based Panel Member, Washington, DC

New England Head Start Association – NH Director Representative 2006 – 2013

Treasurer 2008 - 2012

**COMMUNITY SERVICE**

Board of Director's Chairperson, Franconia Children's Center 1994 – 1997 and present

Vice Chairperson, Lafayette Regional School Parent's Association 2000 – 2004

Volunteer Coordinator, Profile Booster Club 2006 – 2010

Annual fundraiser volunteer for Franconia Food Pantry 2010 - present

**CONTRACTOR NAME**Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
ServiceLink Employees				
Maureen Platt-Russell	Center Manager	55,649.88	96	54,536.88
Joan Laplante	Caregiver Specialist	40,102.40	98	39,300.35
Susanne Mackillop	Medicare Coordinator	43,056.00	98	42,194.88
Allison Slingsby	Medicare Counselor	38,230.40	98	37,465.79
Christopher Mayer	Options Counselor	37,440.00	98	36,691.20
Michael McIntyre	Caregiver Specialist	40,185.60	98	39,381.88
David DeMontigny	Options Counselor	38,480.00	98	37,710.40
Louise Gregoire-Allen	Medicare Counselor	37,440.00	98	36,691.20
Non ServiceLink Employees (FY23)				
Kathleen Vasconcelos	Executive Director	98,508.80	.001	189.44
Barrie Rosalinda	Associate Director, Finance	66,149.98	.009	614.60
Alison Morgan	Director, Marketing	62,669.88		
Non ServiceLink Employees (FY24)				
Kathleen Vasconcelos	Executive Director	98,508.80	.015	1,500.00
Barrie Rosalinda	Associate Director, Finance	66,149.98	.034	2,255.00
Alison Morgan	Director, Marketing	62,669.88	.016	1,000.00

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*GAC*  
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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Shibinette  
Commissioner

Melissa A. Hardy  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 6, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,476.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Frankestown,	\$834,693.24	\$821,628	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

		Greenfield, Greenville, Hancock,  Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$849,130.58	\$645,746	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,436,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,508,928.02</b>	<b>\$6,612,983</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, 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.

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

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

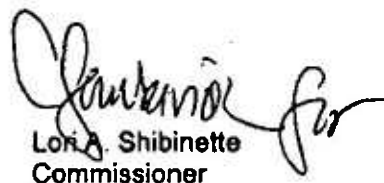
As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 90MPO176-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Note: "Grants for P.A.& R." - Grants for Public Assistance and Relief

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$441,715.44	\$440,756.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$824,865.24	\$821,626.00	\$1,646,491.24

Crafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
		Subtotal	\$646,585.58	\$645,746.00	\$1,292,331.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$880,969.94	\$879,650.00	\$1,760,619.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$1,137,286.42	\$1,195,393.00	\$2,332,679.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Svcs	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$376,733.60	\$376,374.00	\$753,107.60

Total 9565	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Total 3317	\$50,000.00	\$50,000.00	\$100,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

Total 2164	\$262,755.00	\$350,340.00	\$613,095.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00



ServiceLink Aging and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>	<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

<b>Total 2638</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$332,937.82	\$0.00	\$332,937.82
2022	\$327,615.82	\$0.00	\$327,615.82
2023	\$0.00	\$327,616.00	\$327,616.00
2024	\$0.00	\$327,616.00	\$327,616.00
<b>Subtotal</b>	<b>\$660,553.64</b>	<b>\$655,232.00</b>	<b>\$1,315,785.64</b>

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$224,246.72	\$0.00	\$224,246.72
2022	\$220,377.72	\$0.00	\$220,377.72
2023	\$0.00	\$220,378.00	\$220,378.00
2024	\$0.00	\$220,378.00	\$220,378.00
<b>Subtotal</b>	<b>\$444,624.44</b>	<b>\$440,756.00</b>	<b>\$885,380.44</b>

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$554,579.08	\$0.00	\$554,579.08
2022	\$543,933.08	\$0.00	\$543,933.08
2023	\$0.00	\$543,933.00	\$543,933.00
2024	\$0.00	\$543,933.00	\$543,933.00
<b>Subtotal</b>	<b>\$1,098,512.16</b>	<b>\$1,087,866.00</b>	<b>\$2,186,378.16</b>

Easter Seals New Hampshire, Inc. (Vendor # 177204)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$423,880.62	\$0.00	\$423,880.62
2022	\$410,812.62	\$0.00	\$410,812.62
2023	\$0.00	\$410,813.00	\$410,813.00
2024	\$0.00	\$410,813.00	\$410,813.00
<b>Subtotal</b>	<b>\$834,693.24</b>	<b>\$821,626.00</b>	<b>\$1,656,319.24</b>

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$326,257.79	\$0.00	\$326,257.79
2022	\$322,872.79	\$0.00	\$322,872.79
2023	\$0.00	\$322,873.00	\$322,873.00
2024	\$0.00	\$322,873.00	\$322,873.00
<b>Subtotal</b>	<b>\$649,130.58</b>	<b>\$645,746.00</b>	<b>\$1,294,876.58</b>

Lakes Region Partnership for Public Health (Vendor # 165635)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$445,142.97	\$0.00	\$445,142.97
2022	\$454,824.97	\$0.00	\$454,824.97
2023	\$0.00	\$444,825.00	\$444,825.00
2024	\$0.00	\$444,825.00	\$444,825.00
<b>Subtotal</b>	<b>\$899,967.94</b>	<b>\$889,650.00</b>	<b>\$1,789,617.94</b>

Monadnock Collaborative (Vendor # 159303)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$573,301.21	\$0.00	\$573,301.21
2022	\$567,983.21	\$59,427.00	\$627,410.21
2023	\$0.00	\$567,983.00	\$567,983.00
2024	\$0.00	\$567,983.00	\$567,983.00
<b>Subtotal</b>	<b>\$1,141,284.42</b>	<b>\$1,195,393.00</b>	<b>\$2,336,677.42</b>

ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A. & R." - Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A. & R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A. & R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A. & R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A. & R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A. & R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A. & R.	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$50,000.00	\$50,000.00	\$100,000.00

ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS  
(85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Grafton County Senior Citizens Council, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A, Revisions to Standard Contract Provisions, Subsection 1.2., the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,294,876.58
3. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services in order to correct various scribes' errors and align scope with necessary services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds, as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III E (CFDA #93.052), FAIN: 21AANHT3FC.
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID.
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03.
      - 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04.
      - 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00.

- 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10.
  - 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III.
  - 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B.
- 1.2 42.77% General funds.
5. 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 item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #2, Budget.
  6. Modify Exhibit C, Payment Terms, Section 4, to read:
    4. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
      - 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
      - 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
      - 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.
  7. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:
    - 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
  8. Add Exhibit C-3 Amendment #2 Budget, which is attached hereto and incorporated by reference herein.
  9. Add Exhibit C-4 Amendment #2 Budget, 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

5/11/2022  
Date

DocuSigned by:  
*Melissa Hardy*  
Name: Melissa Hardy  
Title: Director, DLSS

Grafton County Senior Citizens Council, Inc.

5/10/2022  
Date

DocuSigned by:  
*Kathleen Vasconcelos*  
Name: Kathleen Vasconcelos  
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

5/12/2022  
Date

DocuSigned by:  
*Robyn Guarino*  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Grafton County.
- 1.5. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.5.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.5.2. Promote awareness of the various options available to people in their community.
  - 1.5.3. Refer individuals to needed services.
  - 1.5.4. Provide person-centered one-on-one assistance and decision support to individuals.
  - 1.5.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.
  - 1.5.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.
  - 1.5.7. Serve all adults regardless of physical, intellectual or developmental disability or mental illness.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 1.5.8. Provide information regarding community-based long-term supports and services.
- 1.5.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

- 2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:
  - 2.1.1.1. Operate as an independent program.
  - 2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.
  - 2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.
  - 2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.
- 2.1.2. The Contractor shall occupy an independent office space that, at a minimum:
  - 2.1.2.1. Is an easily accessible area and location.
  - 2.1.2.2. Meets all applicable state and local building rules and ordinances.
  - 2.1.2.3. Has sufficient space that includes, but is not limited to:
    - 2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.
    - 2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.
  - 2.1.2.4. Has barrier-free/handicap access.
  - 2.1.2.5. Has appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:
    - 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

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- 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.
    - 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.
  - 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include, but are not limited to:
    - 2.1.4.3.1. State or regional hospitals.
    - 2.1.4.3.2. Senior centers.
    - 2.1.4.3.3. Physician practices.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

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- 2.1.4.3.4. Home health agencies.
- 2.1.4.3.5. Community mental health centers.
- 2.1.4.3.6. Municipal health and welfare providers.
- 2.1.4.3.7. Brain Injury Associations.
- 2.1.4.3.8. Centers for Independent Living.
- 2.1.4.3.9. Department of Military Affairs and Veteran Services.
- 2.1.4.3.10. Adult Protective Services.
- 2.1.4.3.11. Information and referral/2-1-1 programs.
- 2.1.4.3.12. Regional Public Health Networks.
- 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.
  - 2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contractor shall:
    - 2.2.2.1. Utilize the Department's approved survey tool;
    - 2.2.2.2. Distribute the survey to consumers as directed by the Department;
    - 2.2.2.3. Collect completed surveys, as applicable; and
    - 2.2.2.4. Enter each completed survey into an online database as directed by the Department.
- 2.3. Outreach and Education

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 2.3.1. The Contractor shall deliver outreach and education services to promote ServiceLink services.
- 2.3.2. The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.
- 2.3.3. The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.
- 2.3.4. The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:
  - 2.3.4.1. Faith Based Communities and/or Parish Nurses.
  - 2.3.4.2. The Social Security Administration.
  - 2.3.4.3. Low income housing sites.
  - 2.3.4.4. Senior Centers.
- 2.3.5. The Contractor shall implement the Department-approved outreach and marketing plan, which includes, but is not limited to:
  - 2.3.5.1. A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.
  - 2.3.5.2. Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.
  - 2.3.5.3. Strategies to assess the effectiveness of outreach and marketing activities.
  - 2.3.5.4. Feedback loops to monitor and modify outreach and marketing activities as needed.

**2.4. Training**

- 2.4.1. The Contractor shall ensure all staff, including but not limited to the site manager, receive training within one (1) year of hire, that includes, but is not limited to:
  - 2.4.1.1. Outreach and education trainings.

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ServiceLink Aging and Disability Resource Center Services**

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- 2.4.1.2. Person-Centered Options Counseling training.
- 2.4.1.3. Safeguarding the confidentiality of all clients, as required by state and federal laws.
- 2.4.1.4. Alliance of Information and Referral Standards (AIRS) Certification training.
- 2.4.1.5. SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.
- 2.4.1.6. SMP Foundations training.
- 2.5. Information & Referral/Assistance Plan and Person-Centered Options Counseling
  - 2.5.1. The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:
    - 2.5.1.1. A description of all systematic processes to ensure consistent delivery of services.
    - 2.5.1.2. All services and resources available to the population of the geographic region.
  - 2.5.2. The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.
  - 2.5.3. The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.
  - 2.5.4. The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).
  - 2.5.5. The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.
  - 2.5.6. The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.
  - 2.5.7. The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.
- 2.6. Specialized Care Transition Counseling and Support Services
  - 2.6.1. The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but

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not limited to nursing homes, rehabilitation facilities, and transitional housing settings.

2.6.2. The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.

2.6.3. The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:

2.6.3.1. Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.

2.6.3.2. Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:

2.6.3.2.1. Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;

2.6.3.2.2. Establish a process for identifying individuals and caregivers in need of transition support services;

2.6.3.2.3. Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, coordination;

2.6.3.2.4. Perform consultation services for hospital staff regarding available LTSS in the community; and

2.6.3.2.5. Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations.

2.6.3.3. Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.

2.6.3.4. Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:

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- 2.6.3.4.1. Facilitating the coordination of services and supports needed for transition.
- 2.6.3.4.2. Providing individuals with a safe and secure setting.
- 2.6.3.5. Assisting in the prevention of hospital readmission.
- 2.6.4. The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1. Hospital and nursing home discharge planning meetings.
  - 2.6.4.2. Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3. Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4. Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5. Developing transition plans for clients and assisting individuals with finding and accessing home and community-based services according to the transition plan.
- 2.7. Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1. The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2. The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:
    - 2.7.2.1. Assisting individuals with determining appropriate payment and delivery of services.
    - 2.7.2.2. Providing individuals with financial assessment, as applicable.
    - 2.7.2.3. Assisting clients with accessing community-based LTSS programs.
    - 2.7.2.4. Developing processes for accessing public LTSS programs.
    - 2.7.2.5. Ensuring eligibility documents are completed and submitted to the Department.
    - 2.7.2.6. Collaborating with the Department to assess and determine client eligibility.



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- 2.7.2.7. Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
- 2.7.2.8. Ensuring staff have access to and training on systems necessary to determine eligibility for services.
- 2.7.2.9. Providing additional Person-Centered Options Counseling to individuals determined ineligible for LTSS, as appropriate.
- 2.7.2.10. Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
- 2.7.2.11. Complying with Department policies and procedures regarding the Medicaid eligibility determination process.
- 2.7.3. The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.

**2.8. Specialty Program Services**

**2.8.1. Family Caregiver Support Program Services**

- 2.8.1.1. The Contractor shall ensure staff maintain knowledge of current community resources.
- 2.8.1.2. The Contractor shall ensure:
  - 2.8.1.2.1. A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.
- 2.8.1.3. The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis.
- 2.8.1.4. The Contractor shall facilitate caregiver support groups, as needed.

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- 2.8.1.5. The Contractor shall collaborate with other caregiver support service agencies within the geographic area.
  - 2.8.1.6. The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.
  - 2.8.1.7. The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.
  - 2.8.1.8. The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.
  - 2.8.1.9. The Contractor shall participate in an annual program review as determined by the Department.
  - 2.8.1.10. The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
  - 2.8.1.11. The Contractor shall provide referrals and assistance with access to appropriate community resources.
  - 2.8.1.12. The Contractor shall provide a minimum of bimonthly contract with the caregivers they support.
  - 2.8.1.13. The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program:
    - 2.8.1.13.1. Are trained by a BEAS Designee; and
    - 2.8.1.13.2. Are monitored for progress within Program, including, but not limited to, remaining current on all Family Caregiver Support Program services, policies and procedures.
  - 2.8.1.14. The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
  - 2.8.1.15. The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
  - 2.8.1.16. The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.
- 2.8.2. State Health Insurance Program (SHIP) Assistance

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 2.8.2.1. The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.
- 2.8.2.2. The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.
- 2.8.2.3. The Contractor shall provide personalized counseling services.
- 2.8.2.4. The Contractor shall provide targeted community outreach in order to:
  - 2.8.2.4.1. Increase consumer understanding of Medicare program benefits; and
  - 2.8.2.4.2. Raise awareness of the opportunities for assistance with benefit and plan selection.
- 2.8.2.5. The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:
  - 2.8.2.5.1. Assisting individuals with enrolling in appropriate benefit plans.
  - 2.8.2.5.2. Providing continued enrollment assistance in Medicare prescription drug coverage.
- 2.8.2.6. The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.
- 2.8.2.7. The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).
- 2.8.3. Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services
  - 2.8.3.1. The Contractor shall educate the public on topics that include, but are not limited to:
    - 2.8.3.1.1. Part D prescription drugs in rural areas.
    - 2.8.3.1.2. Medicare preventative services.
    - 2.8.3.1.3. Medicare cost savings, including low income subsidy and Medicare savings program.

**New Hampshire Department of Health and Human Services  
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- 2.8.3.2. The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.
- 2.8.3.3. The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month which includes, but is not limited to:
  - 2.8.3.3.1. Mailing introductory letters regarding the program to agencies which may include, but are not limited to:
    - 2.8.3.3.1.1. Town offices;
    - 2.8.3.3.1.2. Housing sites;
    - 2.8.3.3.1.3. Home health agencies;
    - 2.8.3.3.1.4. Faith-based Communities and parish nurses;
    - 2.8.3.3.1.5. Public libraries;
    - 2.8.3.3.1.6. Fuel assistance agencies;
    - 2.8.3.3.1.7. Hospital public affairs managers;
    - 2.8.3.3.1.8. Pharmacies;
    - 2.8.3.3.1.9. Medical practices and
    - 2.8.3.3.1.10. Other community partners.
  - 2.8.3.3.2. Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served;
  - 2.8.3.3.3. Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication; and
  - 2.8.3.3.4. Purchasing media in the local area.
- 2.8.3.4. The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).

**2.8.4. Senior Medicare Patrol (SMP) Services**

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B Amendment #2**

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- 2.8.4.1. The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals with Medicare.
- 2.8.4.2. The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines, web-based strategies through local and statewide media channels and education outreach planning.
- 2.8.4.3. The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.
- 2.8.4.4. The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.
- 2.8.4.5. The Contractors shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).
- 2.8.4.6. The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services, through expanded partnerships and a network of trained volunteers.
- 2.8.4.7. The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.
- 2.8.4.8. The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information, detect payment errors, and report questionable Medicare billing situations.
- 2.8.5. Veteran Directed Care (VDC)
  - 2.8.5.1. The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.
  - 2.8.5.2. The Contractor shall collaborate with and accepting referrals from:
    - 2.8.5.2.1. The White River Junction Veterans Affairs Medical Center; and

**New Hampshire Department of Health and Human Services  
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- 2.8.5.2.2. The Manchester Veterans Affairs Medical Center.
- 2.8.5.3. The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
- 2.8.5.4. The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
- 2.8.5.5. The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
- 2.8.5.6. The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying backup plans of support.
- 2.8.5.7. The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
- 2.8.5.8. The Contractor shall monitor veteran budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.
- 2.8.5.9. The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.
- 2.8.5.10. The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.
- 2.8.5.11. The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and its policies and processes, which includes, but is not limited to:
- 2.8.5.11.1. Monthly VDC calls.
  - 2.8.5.11.2. VDC sponsored trainings.
  - 2.8.5.11.3. VDC sponsored webinars.
- 2.8.5.12. The Contractor shall participate in VAMC quarterly program meetings.
- 2.8.5.13. The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

**2.8.6. Bureau of Housing Services Assessments**

**New Hampshire Department of Health and Human Services  
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2.8.6.1. The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**3. Performance Measures and Reporting Requirements**

- 3.1. The Contractor shall report on data collected in the Refer/Navigate system to the Department in a Department approved format, as requested.
- 3.2. The Contractor shall provide quarterly narrative reports regarding community partnerships and outreach as outlined by the Department.
- 3.3. The Contractor shall maintain a record of completed staff training and education, including Medicare training, to be made available to the Department upon request.
- 3.4. The Contractor shall maintain full compliance with requirements of the annual report from the Administration on Aging and agrees to enter all needed data in the database accurately and timely.
- 3.5. The Contractor shall develop and implement a tracking system, to be approved by the Department, and assemble required data for the NH Family Caregiver Support Program into a quarterly report, to be delivered to the Department, which must include, but is not limited to:
  - 3.5.1. A customized report on number of staff trained in Powerful Tools for Caregivers curriculum or other evidenced-based curriculum for caregivers.
  - 3.5.2. Number of Powerful Tools for Caregivers or other evidenced-based training session for caregivers coordinated and/or conducted annually.
  - 3.5.3. Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.
  - 3.5.4. Expenditures and expenses for outreach activities.
  - 3.5.5. Average annual income of caregivers including, but not limited to, those who:
    - 3.5.5.1. Receive grants;
    - 3.5.5.2. Receive training;
    - 3.5.5.3. Receive I & R supports;
    - 3.5.5.4. Receive counseling; or
    - 3.5.5.5. Participate in support groups.

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- 3.6. The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
- 3.6.1. Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.6.2. Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.6.3. Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.6.4. Enrollment Contacts – Percentage of unduplicated enrollment contacts with one or more qualifying enrollment topics discussed per total Medicare beneficiaries in the State.
- 3.7. The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
- 3.7.1. Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.7.2. Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.7.3. The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.
- 3.8. The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.
- 3.9. The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.

**4. Staffing**

- 4.1. The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
- 4.2. The Contractor shall provide staff as follows:
  - 4.2.1. One (1) full-time equivalent (FTE) Program Manager.
  - 4.2.2. Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.



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- 4.2.3. Staff for the NH Family Caregiver Program at no less than .75 FTE.
- 4.2.4. Staff for the SHIP, SMP, and MIPPA services at no less than .75 FTE.
- 4.3. Criminal Background Check and BEAS State Registry Checks
  - 4.3.1. The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:
    - 4.3.1.1. A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.
    - 4.3.1.2. A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.
    - 4.3.1.3. A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).
  - 4.3.2. The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS State Registry check must be provided to the Department upon request by the Department.

**5. Exhibits Incorporated**

- 5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6. Additional Terms**

- 6.1. Impacts Resulting from Court Orders or Legislative Changes

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B Amendment #2**

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- 6.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 6.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services
- 6.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.
- 6.3. Credits and Copyright Ownership
- 6.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 6.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.
- 6.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
- 6.3.3.1. Brochures.
  - 6.3.3.2. Resource directories.
  - 6.3.3.3. Protocols or guidelines.
  - 6.3.3.4. Posters.
  - 6.3.3.5. Reports.
- 6.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.
- 6.4. Operation of Facilities: Compliance with Laws and Regulations

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6.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

**6.5: Eligibility Determinations**

6.5.1. If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

6.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

6.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

6.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**7. Records**

7.1. The Contractor shall keep records that include, but are not limited to:


**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 7.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 7.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 7.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 7.1.4. Medical records on each patient/recipient of services.
- 7.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

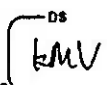
New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>Grafton County Senior Citizens Council, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2022-6/30/2023</u> Indirect Cost Rate (if applicable) <u>0.00%</u>	
Line Item	Program Cost-- Funded by DHHS
1. Salary & Wages	\$244,173
2. Fringe Benefits	\$38,000
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$0
6. Travel	\$9,200
7. Software	\$0
8. (a) Other - Marketing/Communications	\$300
8. (b) Other - Education and Training	\$500
8. (c) Other - Other (specify below)	
<i>Other - Occupancy</i>	\$21,000
<i>Other - Equipment: Repair and Maintenance</i>	\$2,300
<i>Other - Telephone</i>	\$4,600
<i>Other - Postage</i>	\$2,800
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$322,873</b>
<b>Total Indirect Costs</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$322,873</b>

DS  


Contractor Initials

Date 5/10/2022

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Grafton County Senior Citizens Council, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>0.00%</u>	
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<b>Total Indirect Costs</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$322,873</b>

  
 Contractor Initials  
 Date 5/10/2022

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MAY

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Lori A. Shilbette  
 Commissioner

Deborah D. Scheetz  
 Director

105 PLEASANT STREET, CONCORD, NH 03301  
 603-271-5034 1-800-852-3345 Ext. 5034  
 Fax: 603-271-5166 TDD Access: 1-800-735-1964  
 www.dhhs.nh.gov

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into Retroactive amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$680,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Francesstown.	\$821,625.24	\$13,068.00	\$834,693.24

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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francetown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		<b>Total:</b>	<b>\$6,443,554.02</b>	<b>\$48,374.00</b>	<b>\$6,491,928.02</b>

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

See attached fiscal details

**EXPLANATION**

These amendments are **Retroactive** because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19



His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR; CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01; CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
		Subtotal	\$1,087,866.16	\$2,640.00	\$1,090,506.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$821,625.24	\$3,240.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$840.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
		Subtotal	\$645,745.58	\$840.00	\$646,585.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,320.00	\$880,969.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,733.81	\$1,320.00	\$470,053.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,733.81	\$0.00	\$468,733.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,320.00	\$1,137,286.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$150,780.29	\$360.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

Total 9565	\$6,043,214.02	\$12,000.00	\$6,055,214.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

Total 3317	\$50,000.00	\$0.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

Total 2164	\$262,755.00	\$0.00	\$262,755.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,545.00	\$2,545.00
		Subtotal	\$0.00	\$2,545.00	\$2,545.00

**Lakes Region Partnership for Public Health (Vendor # 165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**M Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total 8225</b>			<b>\$0.00</b>	<b>\$36,374.00</b>	<b>\$36,374.00</b>
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,322.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$655,231.64	\$5,322.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$543,933.08	\$10,646.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	Subtotal	\$1,087,866.16	\$10,646.00	\$1,098,512.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$410,812.62	\$13,068.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$821,625.24	\$13,068.00	\$834,693.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$645,745.58	\$3,385.00	\$649,130.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	Subtotal	\$879,649.94	\$5,318.00	\$884,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	Subtotal	\$1,135,966.42	\$5,318.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.60	\$1,448.00	\$189,634.60
	2022	\$188,186.60	\$0.00	\$188,186.60
	Subtotal	\$376,373.20	\$1,448.00	\$377,821.20

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$350,340.00	\$0.00	\$350,340.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

**ACCOUNTING UNIT SUMMARY**

05-95-48-481010-9563 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SYS.  
 1113: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,788.01	\$12,000.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
	Subtotal		\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
(100% Federal Funds - SHIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal		\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES,  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal		\$262,755.00	\$0.00	\$262,755.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS.  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

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**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Lori A. Silblatte  
Commissioner

Deborah D. Scheetz  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-851-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 56.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners.	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bannington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58
Partnership for Public Health	185635	Belknap and Carroll County	\$879,649.94

Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County.	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		<b>Total:</b>	<b>\$6,443,554.02</b>

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

See Attached Fiscal Details

#### EXPLANATION

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.



His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/26/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

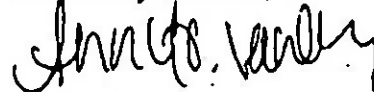
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:5, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.87% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.791, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Landry  
Associate Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY11-22

05-95-48-481010-9365 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
IIIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Bethel-Merrimack Councils, Inc. (Vendor #177103)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$257,930.64	\$257,930.64
545-500387	I & R Contracts	2021	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$257,930.64	\$257,930.64
545-500387	I & R Contracts	2022	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$635,231.64	\$635,231.64

STRAFFORD Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$182,367.93	\$182,367.93
545-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$182,367.93	\$182,367.93
545-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$440,735.44	\$440,735.44

ROCKINGHAM Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$450,539.73	\$450,539.73
545-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$450,539.73	\$450,539.73
545-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$340,599.58	\$340,599.58
545-500387	I & R Contracts	2021	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$340,599.58	\$340,599.58
545-500387	I & R Contracts	2022	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$871,625.24	\$871,625.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
545-500387	I & R Contracts	2021	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
545-500387	I & R Contracts	2022	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,745.58	\$645,745.58

Lake Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
543-500187	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
543-500187	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
	Subtotal		\$0.00	\$879,649.94	\$879,649.94

Alamodock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$468,735.81	\$468,735.81
543-500187	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$0.00	\$468,735.81	\$468,735.81
543-500187	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
	Subtotal		\$0.00	\$1,135,966.42	\$1,135,966.42

Tri County Community Action Program, Inc. (Vendor # 177193)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
543-500187	I & R Contracts	2021	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
543-500187	I & R Contracts	2022	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$376,373.60	\$376,373.60

Total 9565	\$0.00	\$6,043,214.03	\$6,043,214.03
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05-25-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS. (HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SHIP Trainee - ) Sources)

Alamodock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-95-48-482010-8970 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IIIIS: ELDERLY AND ADULT  
ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,585.00	\$87,585.00
Total 8920			\$0.00	\$87,585.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IIIIS: ELDERLY AND ADULT  
ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$0.00	\$262,755.00	\$262,755.00
Total 2164			\$0.00	\$262,755.00	\$262,755.00

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Welton-Merrimack Counties, Inc. (Vendor #172203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$327,615.82	\$327,615.82
	2022	\$0.00	\$327,615.82	\$327,615.82
	Subtotal	\$0.00	\$655,231.64	\$655,231.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #172278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$220,377.72	\$220,377.72
	2022	\$0.00	\$220,377.72	\$220,377.72
	Subtotal	\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #172278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$543,933.08	\$543,933.08
	2022	\$0.00	\$543,933.08	\$543,933.08
	Subtotal	\$0.00	\$1,087,866.16	\$1,087,866.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$410,812.62	\$410,812.62
	2022	\$0.00	\$410,812.62	\$410,812.62
	Subtotal	\$0.00	\$821,625.24	\$821,625.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$322,872.79	\$322,872.79
	2022	\$0.00	\$322,872.79	\$322,872.79
	Subtotal	\$0.00	\$645,745.58	\$645,745.58

**Lakes Region Partnership for Public Health (Vendor # 165615)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$439,824.97	\$439,824.97
	2022	\$0.00	\$439,824.97	\$439,824.97
	Subtotal	\$0.00	\$879,649.94	\$879,649.94

**Monadnock Collaborative (Vendor # 159301)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$567,983.21	\$567,983.21
	2022	\$0.00	\$567,983.21	\$567,983.21
	Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

**Tri-County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$188,186.80	\$188,186.80
	2022	\$0.00	\$188,186.80	\$188,186.80
	Subtotal	\$0.00	\$376,373.60	\$376,373.60

**Monadnock Collaborative (Vendor # 159301)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$25,000.00	\$25,000.00
	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$0.00	\$50,000.00	\$50,000.00

**Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$175,170.00	\$175,170.00
	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$0.00	\$350,340.00	\$350,340.00

<b>Grand Total SFY21</b>	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Grand Total SFY22</b>	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Total Contract</b>		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
 IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$2,452,788.01	\$2,452,788.01
545-500387	I & R Contracts	2021	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2021	\$0.00	\$418,000.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$2,452,788.01	\$2,452,788.01
545-500387	I & R Contracts	2022	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$0.00	\$6,043,214.02	\$6,043,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT  
 (100% Federal Funds - SHIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,585.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal		\$0.00	\$175,170.00	\$175,170.00

Grand Total SFY21	2021	\$0.00	\$3,321,777.01	\$3,321,777.01
Grand Total SFY22	2022	\$0.00	\$3,321,777.01	\$3,321,777.01
Total Contract		\$0.00	\$6,643,554.02	\$6,643,554.02

**State of New Hampshire  
Department of Health and Human Services  
Amendment #4**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Partnership for Public Health, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), as amended on March 23, 2022 (Item # 28), and most recently amended on June 1, 2022 (Item #20), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,952,217.94
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #3, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #3, Article 2.8.1.2.2. through Subparagraph 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Trualta for the required criteria to meet the requirement as the education curriculum for the site;

2.8.1.3. The Contractor shall facilitate:

  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Trualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #3, Subparagraph 2.8.1.4. through 2.8.1.4.3. to read:
  - 2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:
    - 2.8.1.4.1 Care Companion (within Trualta);

2.8.1.4.2 Peer support; or

2.8.1.4.3 A peer mentor.

6. Modify Exhibit B Scope of Services Amendment #3, Subparagraph 2.8.1.7. to read:

2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;

7. Add Exhibit B Scope of Services Amendment #3, Subparagraph 2.8.1.17 through 2.8.1.18 to read:

2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.

2.8.1.17.1 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.

2.8.1.18. Reserved

8. Modify Exhibit B Scope of Services Amendment #3, Subparagraph 2.8.3.3 through Article 2.8.3.3.4 to read:

2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:

2.8.3.3.1. A face-to-face meeting with community partners;

2.8.3.3.2. Outreach and education via a booth or exhibit at an event;

2.8.3.3.3. An enrollment event, or

2.8.3.3.4. An interactive web presentation.

9. Modify Exhibit B Scope of Services Amendment #3, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:

2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:

2.8.3.4.1. Town offices;

2.8.3.4.2. Housing sites;

2.8.3.4.3. Home health agencies;

2.8.3.4.4. Faith-based Communities and parish nurses;

2.8.3.4.5. Public libraries;

2.8.3.4.6. Fuel assistance agencies;

2.8.3.4.7. Hospital public affairs managers;

2.8.3.4.8. Pharmacies;

2.8.3.4.9. Medical practices and

2.8.3.4.10. Other Community Partners.

10. Modify Exhibit B Scope of Services Amendment #3, Paragraphs 3.5.1., through 3.5.3. to read:

3.5.1. Reserved.

3.5.2. Reserved.

3.5.3. Reserved.

11. Modify Exhibit B Scope of Services Amendment #3, Paragraph 4.2.2. through 4.2.4. to



4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP, SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

12. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #4, Budget.

13. Modify Exhibit C-3 Amendment #3 Budget in its entirety with Exhibit C-3 Amendment #4 Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit C-4 Amendment #3 Budget in its entirety with Exhibit C-4 Amendment #4 Budget, 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

4/3/2023

\_\_\_\_\_  
Date

DocuSigned by:

*Melissa Hardy*

1323A24040DF406

\_\_\_\_\_  
Name: Melissa Hardy

Title: Director, Division for Long Term Supports and Services

Partnership for Public Health, Inc.

DocuSigned by:

*Tamera Carmichael*

28BA7E90D4854C0

3/31/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Tamera Carmichael

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

4/4/2023

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:

BT-1.0

Exhibit C-3 Amendment #4 Budget

RFA-2021-DLTSS-08-SERVI-05-A04

New Hampshire Department of Health and Human Services	
Complete one budget form for each budget period.	
Contractor Name: <u>Partnership for Public Health, Inc.</u>	
Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u>	
Budget Period <u>7/1/2022-6/30/2023</u>	
Indirect Cost Rate (if applicable) <u>13.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$288,621
2. Fringe Benefits	\$59,520
3. Consultants	\$12,300
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$3,470
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$13,879
6. Travel	\$2,500
7. Occupancy	\$27,446
8. Software	\$715
9. (a) Other - Marketing/Communications	\$2,545
9. (b) Other - Education and Training	\$880
9. (c) Current Expense	
Telephone	\$5,528
Postage	\$1,203
Subscriptions	\$460
Audit & Legal	\$2,637
Insurance	\$3,426
Meeting Expense	\$275
Recruitment Costs	\$500
Board Expenses	\$0
10. Subrecipient Contracts	\$1
<b>Total Direct Costs</b>	<b>\$425,908</b>
<b>Total Indirect Costs</b>	<b>\$54,917</b>
<b>TOTAL</b>	<b>\$480,825</b>

  
 Contractor Initials \_\_\_\_\_  
 Date 3/31/2023

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Partnership for Public Health, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2023-6/30/2024</i> Indirect Cost Rate (if applicable) <i>13.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$365,822
2. Fringe Benefits	\$72,604
3. Consultants	\$13,314
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$3,760
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$2,693
6. Travel	\$2,710
7. Occupancy	\$25,565
8. Software	\$558
9. (a) Other - Marketing/Communications	\$2,755
9. (b) Other - Education and Training	\$954
9. (c) Current Expense	
Telephone	\$6,423
Postage	\$1,303
Subscriptions	\$618
Audit & Legal	\$2,637
Insurance	\$3,828
Meeting Expense	\$275
Recruitment Costs	\$500
Board Expenses	\$0
10. Subrecipient Contracts	\$1
<b>Total Direct Costs</b>	<b>\$506,118</b>
<b>Total Indirect Costs</b>	<b>\$65,307</b>
<b>TOTAL</b>	<b>\$571,425</b>

Contractor Initials *TSC*  
 Date *4/18/23*

# 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 PARTNERSHIP FOR PUBLIC HEALTH, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 21, 2005. 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: 534847

Certificate Number: 0005775671



IN TESTIMONY WHEREOF,

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

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Trish Stafford 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 as board President of Partnership For Public Health, Inc.  
(Corporation/LLC Name)

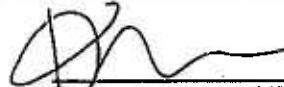
2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on October 22, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

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

is duly authorized on behalf of Partnership for Public Health, Inc. to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

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

Dated: 3-30-2023



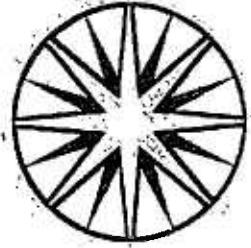
Signature of Elected Officer

Name: Trish Stafford

Title: Board of Directors President







# Partnership for Public Health

## Mission Statement

*To improve the health and well being of the region  
through inter-organizational collaboration and  
community and public health improvement  
activities*

**Partnership for Public Health, Inc.  
Formerly known as Lakes Region Partnership for  
Public Health, Inc.**

**Financial Statements  
With Schedule of Expenditures of Federal Awards  
June 30, 2021 and 2020  
and  
Independent Auditor's Report**

**Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit  
of Financial Statements Performed in Accordance  
With *Government Auditing Standards***

**Report on Compliance for Each Major Federal Program  
and Report on Internal Control Over Compliance  
Required by the Uniform Guidance**

**Schedule of Findings and Questioned Costs**

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH**  
**FINANCIAL STATEMENTS**  
**June 30, 2021 and 2020**

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**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Partnership for Public Health, Inc.  
Formerly known as Lakes Region Partnership for Public Health, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Partnership for Public Health, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

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

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

### ***Auditor's Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Partnership for Public Health, Inc. as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation the financial statements as a whole.

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

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

*Vashon Clukay & Company PC*

Manchester, New Hampshire  
March 3, 2022

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**Formerly known as Lakes Region Partnership for Public Health, Inc.**  
**Statements of Financial Position**  
**June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash	\$ 278,600	\$ 304,433
Cash, restricted	468,763	1,127,389
Contributions receivable	435,693	247,731
Prepaid expenses	18,468	15,624
<b>TOTAL CURRENT ASSETS</b>	<u>1,201,524</u>	<u>1,695,177</u>
<b>PROPERTY AND EQUIPMENT:</b>		
Leasehold improvements	4,561	4,561
Furniture and equipment	14,510	14,510
	19,071	19,071
Less accumulated depreciation	(18,465)	(18,103)
<b>PROPERTY AND EQUIPMENT, NET</b>	<u>606</u>	<u>968</u>
<b>OTHER NONCURRENT ASSETS:</b>		
Investments	52,268	105,223
Investments, restricted	-	180,584
Investment in LLC	700	968
Deposit	2,981	2,981
<b>TOTAL OTHER NONCURRENT ASSETS</b>	<u>55,949</u>	<u>289,756</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,258,079</u>	<u>\$ 1,985,901</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 160,626	\$ 273,293
Accrued payroll	45,598	47,122
Accrued compensated absences	40,035	34,340
Accrued other expenses	54,458	35,368
Refundable advances from grantors	180,888	811,569
Refundable advance from grantor - SBA	159,170	
Fiduciary funds	2,120	2,120
Current portion of SBA note payable	57,030	95,085
<b>TOTAL CURRENT LIABILITIES</b>	<u>699,925</u>	<u>1,298,897</u>
<b>NONCURRENT LIABILITIES:</b>		
SBA note payable, less current portion	-	121,115
<b>TOTAL NONCURRENT LIABILITIES</b>	<u>-</u>	<u>121,115</u>
<b>TOTAL LIABILITIES</b>	<u>699,925</u>	<u>1,420,012</u>
<b>NET ASSETS:</b>		
Without donor restrictions:		
Undesignated	431,525	368,222
With donor restrictions:		
Purpose restrictions	126,629	197,667
<b>TOTAL NET ASSETS</b>	<u>558,154</u>	<u>565,889</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,258,079</u>	<u>\$ 1,985,901</u>

*See notes to financial statements*

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**Formerly known as Lakes Region Partnership for Public Health, Inc.**  
**Statements of Activities**  
**For the Years Ended June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>		
<b>SUPPORT AND REVENUE:</b>		
Contributions	\$ 9,839	\$ 11,461
In-kind support	86,007	50,345
Federal funds	1,520,020	2,140,533
State funds	840,502	1,859,836
Private grants and awards	114,467	42,086
Special events	1,069	1,871
Agent fees	141,195	143,025
Miscellaneous income	900	856
Interest income	6,647	34,876
Net assets released from donor restrictions	<u>125,072</u>	<u>88,970</u>
<b>TOTAL SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS</b>	<b><u>2,845,718</u></b>	<b><u>4,373,859</u></b>
<b>EXPENSES:</b>		
Program services	2,543,330	4,108,596
Supporting services:		
Management and general	235,187	239,670
Fundraising and development	<u>3,898</u>	<u>8,727</u>
Total supporting services	<u>239,085</u>	<u>248,397</u>
<b>TOTAL EXPENSES</b>	<b><u>2,782,415</u></b>	<b><u>4,356,993</u></b>
<b>INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<b><u>63,303</u></b>	<b><u>16,866</u></b>
<b>CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS</b>		
Contributions	31,534	1,355
Federal funds	-	110,904
Private grants and awards	20,500	80,500
Special events	2,000	-
Net assets released from donor restrictions	<u>(125,072)</u>	<u>(88,970)</u>
<b>INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS</b>	<b><u>(71,038)</u></b>	<b><u>103,789</u></b>
<b>CHANGE IN NET ASSETS</b>	<b>(7,735)</b>	<b>120,655</b>
<b>NET ASSETS, JULY 1</b>	<b><u>565,889</u></b>	<b><u>445,234</u></b>
<b>NET ASSETS, JUNE 30</b>	<b><u>\$ 558,154</u></b>	<b><u>\$ 565,889</u></b>

*See notes to financial statements*

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**Formerly known as Lakes Region Partnership for Public Health, Inc.**  
**Statement of Functional Expenses**  
**For the Year Ended June 30, 2021**

		<u>Supporting Services</u>			
	<u>Program</u>	<u>Management</u>		<u>Total</u>	<u>Total</u>
	<u>Services</u>	<u>and</u>	<u>Fundraising</u>	<u>Supporting</u>	<u>Expenses</u>
		<u>General</u>		<u>Services</u>	
<b>SALARIES AND RELATED EXPENSES:</b>					
Salaries	\$ 718,503	\$ 199,600	\$ 3,598	\$ 203,198	\$ 921,701
Employee benefits	79,116	9,072	-	9,072	88,188
Payroll taxes	57,394	16,125	278	16,403	73,797
	<u>855,013</u>	<u>224,797</u>	<u>3,876</u>	<u>228,673</u>	<u>1,083,686</u>
<b>OTHER EXPENSES:</b>					
Contract services	88,811	903	-	903	89,714
Contract and grant subcontractors	1,308,109	75	-	75	1,308,184
Insurance	10,567	2,026	-	2,026	12,593
Fundraising	40	-	-	-	40
Occupancy	64,906	873	-	873	65,779
Operations	57,439	927	16	943	58,382
Supplies	135,722	1,041	-	1,041	136,763
Travel and meetings	21,559	522	-	522	22,081
Miscellaneous	1,164	3,661	6	3,667	4,831
Depreciation	-	362	-	362	362
Total	<u>\$ 2,543,330</u>	<u>\$ 235,187</u>	<u>\$ 3,898</u>	<u>\$ 239,085</u>	<u>\$ 2,782,415</u>

*See notes to financial statements*



**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**Formerly known as Lakes Region Partnership for Public Health, Inc.**  
**Statement of Functional Expenses**  
**For the Year Ended June 30, 2020**

		<u>Supporting Services</u>			
	<u>Program</u>	<u>Management</u>		<u>Total</u>	<u>Total</u>
	<u>Services</u>	<u>and</u>	<u>Fundraising</u>	<u>Supporting</u>	<u>Expenses</u>
		<u>General</u>		<u>Services</u>	
<b>SALARIES AND RELATED EXPENSES:</b>					
Salaries	\$ 758,527	\$ 194,131	\$ 8,171	\$ 202,302	\$ 960,829
Employee benefits	84,197	8,754	-	8,754	92,951
Payroll taxes	56,681	13,590	548	14,138	70,819
	<u>899,405</u>	<u>216,475</u>	<u>8,719</u>	<u>225,194</u>	<u>1,124,599</u>
<b>OTHER EXPENSES:</b>					
Contract services	59,894	11,925	-	11,925	71,819
Contract and grant subcontractors	2,905,886	-	-	-	2,905,886
Discretionary funds	3,542	-	-	-	3,542
Insurance	8,227	3,680	-	3,680	11,907
Occupancy	58,512	2,425	-	2,425	60,937
Operations	55,347	1,119	-	1,119	56,466
Supplies	46,237	450	-	450	46,687
Travel and meetings	71,361	1,776	-	1,776	73,137
Miscellaneous	185	1,458	8	1,466	1,651
Depreciation	-	362	-	362	362
Total	<u>\$ 4,108,596</u>	<u>\$ 239,670</u>	<u>\$ 8,727</u>	<u>\$ 248,397</u>	<u>\$ 4,356,993</u>

*See notes to financial statements*

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**Formerly known as Lakes Region Partnership for Public Health, Inc.**  
**Statements of Cash Flows**  
**For the Years Ended June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in net assets	\$ (7,735)	\$ 120,655
Adjustments to Reconcile Change in Net Assets to to Net Cash Used by Operating Activities:		
Depreciation	362	362
Change in assets and liabilities:		
Contracts receivable	(187,962)	(37,492)
Prepaid expenses	(2,844)	(4,456)
Accounts payable	(112,667)	(87,110)
Accrued payroll	(1,524)	5,589
Accrued compensated absences	5,695	3,577
Accrued other expenses	19,090	15,228
Refundable advances from contractors	(630,681)	(2,169,447)
Fiduciary pass-through	-	(1,133)
Net Cash Used by Operating Activities	<u>(918,266)</u>	<u>(2,154,227)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Proceeds from investments	235,958	129,310
Purchase of investments	<u>(2,151)</u>	<u>(6,861)</u>
Net Cash Provided by Investing Activities	<u>233,807</u>	<u>122,449</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Proceeds from note payable	<u>-</u>	<u>216,200</u>
Net Cash Provided for Financing Activities	<u>-</u>	<u>216,200</u>
 Net Decrease in Cash	 (684,459)	 (1,815,578)
Cash, beginning of year	<u>1,431,822</u>	<u>3,247,400</u>
Cash, ending of year	<u>\$ 747,363</u>	<u>\$ 1,431,822</u>
 <b>Supplemental Disclosures:</b>		
Reclassification of SBA note payable to refundable advance - \$159,170		
In-kind donations received	86,007	\$ 50,345
In-kind expenses	<u>(86,007)</u>	<u>(50,345)</u>
	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements

**PARTNERSHIP FOR PUBLIC HEALTH, INC.  
FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.  
NOTES TO FINANCIAL STATEMENTS  
For the Years Ended June 30, 2021 and 2020**

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Organization and Purpose*

Partnership for Public Health, Inc., formerly known as Lakes Region Partnership for Public Health, Inc., (the Entity) was organized on May 21, 2005 to improve the health and well-being of the Lakes Region through inter-organizational collaboration and community and public health improvement activities.

*Accounting Policies*

The accounting policies of the Entity conform to accounting principles generally accepted in the United States of America as applicable to nonprofit entities, except as indicated hereafter. The following is a summary of significant accounting policies.

*Basis of Presentation*

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Entity is required to report information regarding its financial position and activities according to the following net asset classifications:

*Net Assets Without Donor Restrictions*— Net assets available for use in general operations and not subject to donor or certain grantor restrictions. These net assets may be used at the discretion of management and the Entity's Board of Directors.

*Net Assets With Donor Restrictions* – Net assets subject to donor or certain grantor imposed restrictions. Some donor imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

*Recognition of Donor Restrictions*

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. The Entity reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

*Basis of Accounting*

The financial statements have been prepared on the accrual basis of accounting.

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
 For the Years Ended June 30, 2021 and 2020

Revenues from program services are recorded when earned. Other miscellaneous revenues are recorded upon receipt.

***Cash and Cash Equivalents***

Cash and cash equivalents include cash on hand and other cash accounts with a maturity of 90 days or less. For purposes of the Statements of Cash Flows, cash and cash equivalents consist of the following:

	<u>2021</u>	<u>2020</u>
As presented on the Statements of Financial Position -		
Cash	\$ 278,600	\$ 304,433
Cash, restricted	<u>468,763</u>	<u>1,127,389</u>
	<u>\$ 747,363</u>	<u>\$ 1,431,822</u>

***Restricted Cash and Investments***

Restricted cash and investments consist of advanced funding received from the State of New Hampshire for the Integrated Delivery Network (IDN), donor restricted contributions and fiduciary funds.

***Investments***

Investments, which consist principally of a certificate of deposit with a term of 5 months, is carried at their approximate market value at June 30, 2021.

***Property and Equipment***

Property and equipment are stated at cost. Donated property and equipment is recorded at fair value determined as of the date of the donation. The Entity's policy is to capitalize expenditures for equipment and major improvements and to charge to operations currently for expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method at rates intended to amortize the cost of related assets over their estimated useful lives as follows:

	<u>Years</u>
Leasehold improvements	10-15
Furniture and equipment	5-15

Depreciation expense was \$362 for both the years ended June 30, 2021 and 2020.

***Compensated Absences***

Employees of the Entity working full-time, and part-time employees working at least 20 hours per week, are entitled to paid time off (PTO). PTO is earned from the first day of work. A maximum of 160 hours can be earned based on years of service while 80 hours can be carried over and accumulated to the next year. Accumulated PTO is payable upon termination of employment with proper notice. The Entity accrues accumulated PTO wages accordingly. During fiscal year 2020, due to the pandemic, employees were allowed to carry over an additional 40 hours of accrued PTO. During fiscal year 2021, employees

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2021 and 2020

were allowed to carryover any hours in excess of the allowed 80 hours with the provision that the hours had to be used by September 30, 2021.

***Donated Services, Materials and Facilities***

The Entity receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, is not reflected in the financial statements since it does not meet the criteria necessary for recognition according to generally accepted accounting principles. Donated facilities, supplies, equipment and staff support are recorded as "In-kind" contributions 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 Entity. Donated goods and professional services are recorded as both revenues and expenses at estimated fair value, see Note 11 for additional information.

***Functional Allocation of Expenses***

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statement of functional expenses presents the natural classification detail of expenses by function.

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited, based primarily on percentage allocations calculated based on hours worked (time and effort). The expenses that are allocated include salaries, payroll taxes, employee benefits, office supplies, fundraising, operations, and insurance, which are all allocated on the basis of time and effort, as noted previously. In addition, there are some indirect costs which are allocated based on square footage or as a percentage of total expenses.

***Bad Debts***

The Entity uses the reserve method for accounting for bad debts. No allowance has been recorded as of June 30, 2021 and 2020, because management of the Entity believes that all outstanding receivables are fully collectible.

***Revenue and Revenue Recognition***

The Entity recognizes contributions, donations, and miscellaneous revenue when cash is received. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return, are not recognized until the conditions on which they depend have been met.

The Entity also has revenue derived from cost-reimbursable federal grants, which are conditional upon certain performance requirements and/or incurrent of allowable qualifying expenses. Amounts received are recognized as revenue without donor restrictions when the Entity has met those performance requirements or incurred expenditures in compliance with the specific grant provisions. Amounts received prior to meeting performance requirements or incurring qualifying expenditures are reported as revenue with donor restrictions and amounts not yet received, but already awarded are recorded as grants receivable.

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2021 and 2020

*Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

*Income Taxes*

The Entity is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is also exempt from State of New Hampshire income taxes and, therefore, has made no provision for Federal or State income taxes. In addition, the Entity has been determined by the Internal Revenue Service not to be a "Private Foundation" within the meaning of Section 509(a) of the Code. The Entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* requires the Entity to report uncertain tax positions for financial reporting purposes. The Entity had no uncertain tax positions as of June 30, 2021 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

*Fair Value of Financial Instruments*

Cash and equivalents, investments, contracts receivable, accounts payable and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

*Change in Accounting Principle*

The Financial Accounting Standards Board (FASB) issued new guidance that created Topic 606, *Revenue from Contracts with Customers*, in the Accounting Standards Codification (ASC). Topic 606 supersedes the revenue recognition requirements in FASB ASC 605, *Revenue Recognition*, and requires the recognition of revenue when promised goods or services are transferred to customers in an amount that reflects the consideration to which an entity expects to be entitled in exchange for those goods or services. The new guidance also added Subtopic 340-40, *Other Assets and Deferred Costs-Contracts with Customers*, to the ASC to require the deferral of incremental costs of obtaining a contract with a customer. Collectively, we refer to the new Topic 606 and Subtopic 340-40 as the "new guidance."

The Entity adopted the requirements of the new guidance as of July 1, 2020, utilizing the modified retrospective method of transition. The new guidance was applied using the practical expedient provided in Topic 606 that allows the guidance to be applied only to contracts that were not complete as of July 1, 2020. Adoption of the new guidance resulted in changes to our accounting policies for revenue recognition, trade receivables, contract costs, contract liabilities, and deferred costs. However, management estimates that the effect of these changes on the amounts that would have been reported under the former guidance to be immaterial. Management has evaluated the impact of the application of this standard and determined any applicability to the Entity is not material.

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2021 and 2020

**NOTE 2—LIQUIDITY AND AVAILABILITY**

The Entity regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. Cash reserves in excess of daily operational needs are invested in certificates of deposit to maximize investment return while maintaining safety and liquidity.

The following table reflects the Entity's financial assets as of June 30, 2021 and 2020, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date because of donor restrictions.

Financial assets available for general expenditure, reduced by donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

	<u>2021</u>	<u>2020</u>
Cash	\$ 747,363	\$ 1,431,822
Investments	52,268	285,807
Contributions receivable	<u>435,693</u>	<u>247,731</u>
Total Financial Assets	1,235,324	1,965,360
Less:		
Obligations from grantor restricted funds	(162,776)	(296,618)
Net assets with donor restrictions	(126,629)	(197,667)
Refundable advances from grantors	(180,888)	(811,569)
Fiduciary funds	<u>(2,120)</u>	<u>(2,120)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 762,911</u>	<u>\$ 657,386</u>

In the event of an unanticipated liquidity need, the Entity also could draw upon \$125,000 of its available line of credit, as further discussed in Note 6.

**NOTE 3—CONCENTRATION OF CREDIT RISK**

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity's demand deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000. As of June 30, 2021 and 2020, all of the Entity's bank deposits were fully insured.

**NOTE 4—INVESTMENT IN LLC**

In January 2016, the Entity became a member of a newly established limited liability corporation, Community Health Services Network, LLC ("CHSN"), to support the enhancement of behavioral health services integration in the region. The Entity will provide financial and administrative services to CHSN.

**NOTE 5—REFUNDABLE ADVANCES FROM GRANTORS**

Refundable advances from grantors of \$180,888 and \$811,569 as of June 30, 2021 and 2020, respectively, represents unearned grant revenue on contributions from various funding agencies.

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
 For the Years Ended June 30, 2021 and 2020

Refundable advances from grantors – SBA of \$159,170 as of June 30, 2021 represents the portion of the SBA note payable to be forgiven in fiscal year 2022. See Note 7.

**NOTE 6—LINE OF CREDIT**

The Entity has a \$125,000 line of credit with a local financial institution. The interest rate for the credit line was 5.25% at June 30, 2021 and 2020. The interest rate is based on the Wall Street Journal Prime Rate as published in the Wall Street Journal. At June 30, 2021 and 2020, the balance on the line of credit was \$0.

**NOTE 7—SBA NOTE PAYABLE**

At June 30, 2021 and 2020, the SBA note payable consists of the following:

	<u>2021</u>	<u>2020</u>
\$216,200 unsecured note payable, payable in 18 monthly installments of \$12,167 including interest at 1.00% beginning November 24, 2020 through April 24, 2022. The balance of the note is payable in full with all accrued interest on May 28, 2022.	<u>\$ 57,030</u>	<u>\$ 216,200</u>

The above SBA note payable is based upon an executed loan agreement that allows for principal forgiveness in whole or part upon satisfaction of certain criteria. Following are the maturities of the SBA note payable as of June 30, 2021:

Year Ending	<u>Amount</u>
<u>June 30,</u> 2022	<u>\$ 57,030</u>

The SBA note payable was obtained under the Payroll Protection Program. As noted above, the Entity is eligible to apply for principal forgiveness in whole or part by the Small Business Administration under the CARES Act, once certain eligibility criteria have been satisfied. During fiscal year 2021, the Entity applied for and in July 2021, received principal forgiveness totaling \$159,170 plus interest of \$2,034. For the year ended June 30, 2021, \$159,170 has been recorded as an advance from grantor and will be recognized as revenue in the year ending June 30, 2022. The remaining note balance following forgiveness will be due in minimum monthly payments under the repayment terms detailed above.

**NOTE 8—NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions consist of the following donor restricted funding at June 30, 2021 and 2020:



**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
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**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ServiceLink	\$ 8,707	\$ 7,885
Volunteer CERT	1,477	1,477
Laconia Youth Alliance	21,544	
CERT	21,586	20,622
NH Charitable Foundation	34,317	39,304
DSRIP Incentive	17,783	18,114
CHSN - Public Health Officer		88,937
Other	<u>21,215</u>	<u>21,328</u>
Total Net Assets with Donor Restrictions	<u>\$ 126,629</u>	<u>\$ 197,667</u>

**NOTE 9—CONCENTRATION OF REVENUE RISK**

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2021 and 2020, the Entity recognized revenue of \$2,360,522 (85.1%) and \$4,000,369 (89.3%), respectively, from fees and grants from governmental agencies. Revenue is usually recognized as earned under the terms of the grant contracts and is received on a cost reimbursement basis. However, in the years ended June 30, 2021 and June 30, 2020, the Entity received \$536 thousand and \$1.1 million, respectively, in performance payments on a five-year, \$12.8 million governmental contract waiver to enhance behavioral health integration in the region. This revenue is anticipated to be recognized over a five-year period through fiscal year 2021, dependent on the receipt of State matching funds, achievement of performance metrics and other criteria. Other support originates from other program services, contributions, in-kind donations, and other income.

**NOTE 10—LEASE COMMITMENTS**

The Entity entered into a lease for office space located in Tamworth, NH with monthly lease payments of \$1,068 through June 2021. The lease was renewed through June 30, 2022 with monthly payments at \$1,068. Lease expense for the years ended June 30, 2021 and June 30, 2020 were \$12,689 and \$12,336, respectively.

The Entity also has two leases for office spaces in Laconia, NH. The first lease has monthly payments of \$2,147 through August 31, 2019. An updated agreement was entered into with required payments of \$2,185 through August 31, 2020. The second lease for additional office space was entered into on June 1, 2018. Under the terms of the agreement, monthly payments will be \$780 per month through May 2019. The updated agreement effective June 1, 2019 reflects payments of \$795 through May 2020 and was extended at the same terms through May 2021. Lease expense for the years ended June 30, 2021 and June 30, 2020 for these leases was \$36,054 and \$35,765, respectively. These agreements were amended into one lease for the units in Laconia, NH, with payments of \$3,110 through June 30, 2022.

The Entity entered into a 60 month equipment lease with monthly lease payments of \$495 through December 2021 with percentage increases in Years 2-5 for maintenance and overages of 5%-10%. Lease expense for the year ended June 30, 2021 was \$3,561.

The following is a schedule, by years, of the future minimum payments for operating leases:

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2021 and 2020

Year Ended <u>June 30,</u>	Annual <u>Lease Commitments</u>
2022	\$ 56,141
2023	6,177
2024	6,430
2025	6,708
2026	<u>3,427</u>
	<u>\$ 78,883</u>

**NOTE 11—DONATED SERVICES, MATERIALS AND FACILITIES**

The Entity receives various donated services, materials and facilities. For the years ended June 30, 2021 and 2020, there was \$86,007 and \$50,345, respectively, of in-kind donations recognized as revenue. In-kind donations have been included as functional expenses in these financial statements as follows:

	<u>2021</u>	<u>2020</u>
Supplies		\$ 1,983
Contract services	\$ 41,563	33,460
Travel and meetings		1,500
Operations	10,950	10,950
Contract and grant subcontractors	<u>33,494</u>	<u>2,452</u>
	<u>\$ 86,007</u>	<u>\$ 50,345</u>

**NOTE 12—CONTINGENCIES**

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

**NOTE 13—SUBSEQUENT EVENTS**

In July 2021, the Entity received notification of the forgiveness of \$159,170 of their Paycheck Protection Program loan from the SBA.

Subsequent events have been evaluated through March 3, 2022 which is the date the financial statements were available to be issued.

**NOTE 14—COVID IMPACT**

Coronavirus disease 19 (“COVID-19”) is a respiratory disease caused by the new coronavirus (SARS-CoV-2) not previously seen in humans. An outbreak of COVID-19 began in late 2019 in Wuhan, a city in China’s Hubei province. To date, cases of COVID19 have spread around the world. In February 2020, the United States Centers for Disease Control and Prevention confirmed the spread of the disease to the United States, and in March 2020, the World Health Organization declared the outbreak a pandemic and the Trump Administration declared it a national emergency in the United States.

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**FORMERLY KNOWN AS LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2021 and 2020

The Entity has and expects to continue to experience some effect in operations as a result of the COVID-19 pandemic, primarily in response to directives from government funding sources and officials in an attempt to quell the spread of the disease. The agency strategized and leveraged operating funds to outfit staff with needed technology as well as transition operating systems to allow remote work and tele-appointments to ensure the safety of staff and clients served in vulnerable populations.

The Entity accessed several funding sources related to pandemic support and relief such as the CARES Act, SBA Payroll Protection Program, FEMA, as well as other funding sources. These funds were utilized to support public safety expenditures in response to the pandemic as well as lost revenue attributable to COVID-19. Funds allowed the organization to bolster its emergency preparedness and response department to provide the community with PPE and education regarding precautions initially and then to administer and support other organizations in administration of vaccinations to eligible populations in the community. The response has been implemented with only two full time staff and mobilizing a cadre of volunteers increasing in-kind contributions significantly.

The Entity assessed expenditures to position the organization to utilize new equipment, technology, and systems as new standards of care as well as to assure preparation for any future emergency response.

**NOTE 15—FUTURE ACCOUNTING STANDARDS**

FASB has issued ASU 2016-02, *Lease (Topic 842)*, which the Entity is required to implement for the year ending June 30, 2022. Management believes that this update will have a potentially significant impact on the financial statements. The Entity will be required to recognize a right-of-use asset and a lease liability for transactions currently identified as operating leases.

SCHEDULE I  
**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
 Formerly known as Lakes Region Partnership for Public Health, Inc.  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended June 30, 2021

Federal Granting Agency/Recipient State Agency/Grant Program/State Grant Number	Assistance Listing Number	Total Federal Expenditures
<b>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>		
Pass Through Payments from the County of Belknap, New Hampshire <i>CDBG Entitlement Grants Cluster:</i>		
Community Development Block Grants/Entitlement Grants	14.218	\$ 773
<i>Total CDBG Entitlement Grants Cluster</i>		<u>773</u>
<b>Total Department of Housing and Urban Development</b>		<u>773</u>
<b>DEPARTMENT OF THE TREASURY</b>		
Pass Through Payments from the State of New Hampshire Governor's Office for Emergency Relief and Recovery		
COVID 19 - Coronavirus Relief Fund	21.019	45,024
<b>Total Department of the Treasury</b>		<u>45,024</u>
<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>		
Pass Through Payments from the National Association of County and City Health Officials		
Medical Reserve Corps Small Grant Program #HITEP2000045-01-01	93.008	378
Pass Through Payments from the State of New Hampshire Department of Health and Human Services		
Special Programs for the Aging, Title IV, and Title II, Discretionary Projects #90MP0176-03-01	93.048	17,839
Pass Through Payments from University of New Hampshire		
Special Programs for the Aging, Title IV, and Title II, Discretionary Projects #HHS-2018-ACL-CIP-NWBC-0285	93.048	24,065
COVID 19 - #COVID BEAS-ADRC		30,336
		<u>72,240</u>
Pass Through Payments from the State of New Hampshire Department of Health and Human Services		
National Family Caregiver Support, Title III, Part E #2001-NHOAFC-02	93.052	72,090
Public Health Emergency Preparedness #NU90TP922018	93.069	59,175
Environmental Public Health and Emergency Response #NUEIEH001357	93.070	6,407
Medicare Enrollment Assistance Program #2001NHMISH-00	93.071	8,037

See notes to schedule of expenditures of federal awards

SCHEDULE I  
**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
 Formerly known as Lakes Region Partnership for Public Health, Inc.  
 Schedule of Expenditures of Federal Awards (Continued)  
 For the Year Ended June 30, 2021

Federal Granting Agency/Recipient State Agency/Grant Program/State Grant Number	Assistance Listing Number	Total Federal Expenditures
Childhood Lead Poisoning Prevention Projects, State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children #NUE2EH001408	93.197	<u>4,271</u>
Substance Abuse and Mental Health Services Projects of Regional and National Significance #SP020796	93.243	<u>89,662</u>
Immunization Cooperative Agreements #NH23IP922595 COVID-19 - #NH23IP922595	93.268	<u>15,651</u> <u>12,506</u> <u>28,157</u>
<b>Received Directly from the U.S. Department of Treasury</b> Drug-Free Communities Support Program Grants #NH28CE003102	93.276	<u>52,124</u>
<b>Pass Through Payments from the State of New Hampshire Department of Health and Human Services</b> State Health Insurance Assistance Program COVID 19 - #90SA0003-02-03	93.324	<u>25,881</u>
Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response #NU90TP922106	93.354	<u>43,190</u>
Social Services Block Grant #2021-DLTSS-08-SERVI-05	93.667	<u>132,386</u>
National Bioterrorism Hospital Preparedness Program #U3REP190580	93.889	<u>10,000</u>
Block Grants for Prevention and Treatment of Substance Abuse #TI083041	93.959	<u>111,054</u>
<b>Total Department of Health and Human Services</b>		<u>715,052</u>
<b>DEPARTMENT OF HOMELAND SECURITY</b> Pass Through Payments from the State of New Hampshire Department of Health and Human Services Disaster Grants - Public Assistance (Presidentially Declared Disasters) COVID 19 - BEAS COVID 19 - FEMA #4516DRNHP00000001	97.036	<u>5,006</u> <u>168,757</u> <u>173,763</u>
<b>Total Department of Homeland Security</b>		<u>173,763</u>
<b>Total Expenditures of Federal Awards</b>		<u>\$ 934,612</u>

*See notes to schedule of expenditures of federal awards*

**PARTNERSHIP FOR PUBLIC HEALTH, INC.**  
**Formerly known as Lakes Region Partnership for Public Health, Inc.**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended June 30, 2021**

**NOTE 1—BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of Partnership for Public Health, Inc. under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Partnership for Public Health, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Partnership for Public Health, Inc.

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

The accompanying Schedule is presented using the accrual basis of accounting, which is described in Note 1 to Partnership for Public Health, Inc.'s financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursements.

**NOTE 3—INDIRECT COST RATE**

Partnership for Public Health, Inc. has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

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

**Independent Auditor's Report**

To the Board of Directors  
Partnership for Public Health, Inc.  
Formerly known as Lakes Region Partnership for Public Health, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Partnership for Public Health, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 3, 2022.

**Internal Control Over Financial Reporting**

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

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

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

## Compliance and Other Matters

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

## Purpose of this Report

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

*Vashon Clukay & Company PC*

Manchester, New Hampshire

March 3, 2022





**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

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

Independent Auditor's Report

To the Board of Directors  
Partnership for Public Health, Inc.  
Formerly known as Lakes Region Partnership for Public Health, Inc.

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

We have audited Partnership for Public Health, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Partnership for Public Health, Inc.'s major federal programs for the year ended June 30, 2021. Partnership for Public Health, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

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

***Auditor's Responsibility***

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Partnership for Public Health, Inc.'s compliance.

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

In our opinion, Partnership for Public Health, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

### **Report on Internal Control Over Compliance**

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

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

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

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

*Vishon Clukey & Company PC*

Manchester, New Hampshire  
March 3, 2022

**Partnership for Public Health, Inc.  
Formerly known as Lakes Region Partnership for Public Health, Inc.  
Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2021**

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

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ yes  X  no

Significant deficiency(ies) identified? \_\_\_\_\_ yes  X  none reported

Noncompliance material to financial statements noted? \_\_\_\_\_ yes  X  no

**Federal Awards**

Internal control over major federal programs:

Material weakness(es) identified? \_\_\_\_\_ yes  X  no

Significant deficiency(ies) identified? \_\_\_\_\_ yes  X  none reported

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

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes  X  no

Identification of major federal program(s):

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.667	Social Services Block Grant
93.959	Block Grants for Prevention and Treatment of Substance Abuse
97.036	Disaster Grants - Public Assistance (Presidentially Declared Disasters)

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

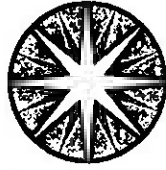
Auditee qualified as low-risk auditee? \_\_\_\_\_ yes  X  no

**Section II--Financial Statement Findings**

There were no findings relating to the financial statements required to be reported by GAGAS.

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

There were no findings and questioned costs as defined under 2 CFR 200.516(a).



# Partnership for Public Health

Board of Directors January 2023
Trisha Stafford-President eff 10/21-9/23
Michelle Lennon eff. 9/20
Lisa Garcia, eff 10/19-6/20
Margaret Franckhauser, eff. 9/20
Lisa Dupuis - joined 6/19.
Brian Lamontagne - eff 6/19-pres; VP & Treasurer-eff 9/22
Jason Bean eff. 9/21: Secretary – eff. 9/22
Carolyn Muller
Sarah Stanley - eff 1/20-6/20
Mark Waldner
Jessica Morton

# Tamera S. Carmichael

## SUMMARY

A Proven program administrator with 29 years of experience developing effective social support programs. Secured over \$1.4 million in program funding to improve the social determinants of health for underserved families and individuals. Served on over 15 boards and coalitions to establish inter-organizational partnerships and foster community collaboration. Supervised 5 diverse programs with 25 team members to create and implement holistic public policies.

## EDUCATION

University of South Florida  
*Bachelor of Arts in Sociology*

Tampa, FL  
1988

Saint Petersburg College  
*Associate of Arts Degree*

Clearwater, FL  
1986

## PROFESSIONAL EXPERIENCE

Partnership for Public Health Inc.  
*Executive Director*

Laconia, NH  
2020 - Present

- ☛ Strategic planning; grants/contracts; community relations; and resource development leadership
- ☛ Fiscal Oversight for organization's budget exceeding \$3 million
- ☛ Effective management and development more than 20 diverse employees, interns, and volunteers
- ☛ Administration of Regional Public Health Network: CHIP/CHA development and implementation

State of Florida Department of Health  
*Program Development Administrator*

Gainesville, FL  
2008 - 2020

- ☛ Responsible for development and management of 5 public health programs whose budgets exceed \$2 million
- ☛ Establish and monitor contracts for North Central Florida Health Department Consortium
- ☛ Effective management and development of 25 diverse employees, interns, and volunteers
- ☛ Over 8 years member of CHIP/CHA Steering Committee and Performance Management Council

Bay Area Bail Bonds & Investigations, Inc.  
*Owner/Operator*

Clearwater, FL  
2001 - 2008

- ☛ Qualified and wrote more than \$2 million monthly in commercial bail indemnities
- ☛ Managed 9 employees of diverse backgrounds as well as payroll, accounts receivable, and accounts payable
- ☛ Served as Secretary of the Pinellas County Bail Bond Association
- ☛ Used investigation techniques and critical analytical skills to locate and retrieve delinquent sureties

Mease Manor Inc.  
*Social Services Director*

Dunedin, FL  
1998 - 2001

- ☛ Monitored compliance and documentation per State and Federal Regulations in a long-term care facility
- ☛ Established interdepartmental plans of care for residents and supervised multiple employees of diverse backgrounds and responsibilities
- ☛ Inaugural winner of the Florida Healthcare Association's Social Service Worker of the Year award
- ☛ Established family/caregiver support group
- ☛ Collaborated with community services to provide quality care and ensure psychosocial well-being of residents and responsible parties

**Suncoast Hospital**

*Patient Service Coordinator I*

Largo, FL

1993 – 1995

- ☞ Monitored compliance and documentation per State and Federal Regulations in a skilled nursing and acute care facilities
- ☞ Provided individualized discharge planning and interdepartmental coordination for patients
- ☞ On-call rotation as Patient Service Coordinator for all hospital departments (surgery, Maternity, ICU, etc.)

**Family Resources, Inc.**

*Youth Care Worker III*

St. Petersburg, FL

1990 – 1993

- ☞ Care and Supervision of children 9-18 years old in a crisis/runaway shelter, phone crisis counsel
- ☞ Supervised staff and volunteers, recruited and trained volunteers, marketing and fund raising
- ☞ Interfaced with law enforcement, child protective services, and victims' advocates
- ☞ Supervised visits with parents and children
- ☞ Completed necessary documentation for a non-profit organization per guidelines

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**LICENSURE AND  
CERTIFICATIONS**

State of New Hampshire Notary Public

Florida Certified Contract Manager

State Certified Contract Administrator

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**SKILLS**

**Soft:** Program Development, Employee Recruitment and Empowerment, Community Collaboration, Effective Communication, Public Speaking, Strategic Planning, and Quality Improvement, Leadership

**Hard:** Microsoft Office Suite, Proprietary Software, Database Management, IS200.b FEMA Emergency Management, Financial Management, Regulatory Compliance, Contract Administration, and Grant Writing

## CARISSA ELPHICK

### EDUCATION

*University of New Hampshire, Durham, New Hampshire*

*Master of Arts Degree in Justice Studies, (Graduating GPA: 3.92)*

**September 2013**

*Saint Joseph's College of Maine, Standish, Maine*

*Bachelor of Arts Degree in Psychology with Summa Cum Laude Honors (Graduating GPA: 3.90)*

**May 2011**

### EXPERIENCE

**Partnership for Public Health, Laconia, NH**

**Director, Human Service Programs**

**May 2017- Present**

- Responsible for all deliverables associated with ServiceLink Resource Center program, a contract of Bureau of Elderly and Adult Services to include Options Counseling, NH Family Caregiver Program, State Health Insurance Assistance Program, and Veteran-Directed Program. Oversight of two locations in both Belknap and Carroll County;
- Direct supervision of seven employees to include designing and facilitating professional development plans;
- Participated in the development of agency strategic plan and serve as agency lead of all activities related to healthy aging on both a local and statewide level;
- Member of the Winnepesaukee Public Health Council and Carroll County Coalition for Public Health and facilitate a regional collaborative of stakeholders responsible for the goals and objectives in the Community Health Improvement Plan relating to healthy aging;
- Facilitate regional NH CarePath meeting, a statewide and regional partnership dedicated to coordinated access for long term supports and services;
- Effective leader and team member willing to stray from the norm to find creative solutions for best outcomes.
- Advocate coalition building and breaking down silos to move partners closer to an integrated model of care.
- Assist with agency strategic marketing, communication, sustainability, and development plans to include grant writing.

**Community Health Services Network LLC, Laconia, NH**

**Executive Director**

**August 2020 - Present**

- Direct an Integrated Delivery Network (IDN) comprised of 31 healthcare and social service agencies via a Medicaid 1115 waiver providing innovative programs and strategies to transform the delivery of care and improve health outcomes for participants faced with mental health and/or substance use disorders.
- Serve as the face of our IDN for all State, County or media activities. Serve as the communications hub and liaison for partners while working closely with organizational leadership, board of directors, network partners and staff to strategically move and affect project outcomes.
- Manage and direct all fiscal operations, including budget oversight, authorizing expenditures, reimbursements, grant tracking, accounting and coordinating financial reporting.
- Provide oversight of six project workgroups by providing leadership, guidance and technical assistance needed to support teams in meeting project deadlines and goals. Workgroups include HIT, Integrated Health, Workforce, Supportive Community Re-Entry, Expansion in Intensive Outpatient Treatment and Enhanced Care Coordination for High Needs Population. Each project has a specific focus of integrating one's behavioral health needs within their primary care, identifying the social determinants of health and connecting to appropriate social services.

**Long Term Support Counselor/Care Transitions Specialist**

**December 2014 – May 2017**

- Perform person-centered options counseling to connect individuals to long term supports and services;
- Screen for eligibility and assist consumers with applications for assistance for state benefits, housing, other community resources;
- Certified State Health Insurance Assistance Program (SHIP) Counselor assisting clients with Medicare related questions and enrollments in cost-saving programs to include assisting low-income individuals and those living in rural locations;
- Assistance with discharge planning and provide follow-up after discharge for high risk patients at Lakes Region General Hospital in order to reduce readmission rates;
- Created and facilitate community wrap-around team consisting of mental health, law enforcement, fire/EMS, healthcare, and social services.



## CARISSA ELPHICK

### *Merrimack County Advocacy Center, Concord, New Hampshire*

#### **Program Assistant/Forensic Interviewer**

**May 2013-November 2014**

- Coordinate a multidisciplinary team of 29 law enforcement agencies, child protective service workers, crisis center advocates, prosecutors, mental health professionals, and medical professionals to include facilitating team meetings and case review;
- Coordinate, schedule, and conduct forensic interviews of victims of child abuse and adult sexual assault;
- Creation, coordination, and implementation of outreach and prevention projects;
- Assist in agency sustainability through fundraising and community relationship building.

### *State of New Hampshire Judicial Branch, Franklin, New Hampshire*

#### **Court Assistant II**

**January 2012-July 2012**

- Daily docketing of incoming law enforcement complaints and judicial mail;
- Scheduling hearings and case management on all adoptions, name changes, minor guardianships, and trusts

### **OTHER NOTABLE EXPERIENCE**

- *Advisory Council Member, Tri-State Learning Collaborative on Aging* February 2021
- *Founding Member, Gilford Neighbors* January 2021
- *Ambassador Charting the Life Course*
- *Home and Community Based Services Conference* August 26, 2019
- *Presenter*
- *Founding Board Member, Huggins' Hospital Rural Health Network* November 2018
- *ALS Association of Northern New England Annual Conference* November 2018
- *Presenter*
- *Leadership Lakes Region* Class of 2017
- *State Health Insurance Assistance Program - Program Specialist Certification* 2016
- *NH Public Health Association* November 15, 2016
- *Presenter*
- *Person-Centered Thinking and Options Counseling Certifications* September 2016
- *Certified Resource Specialist for Aging/ Disability (CIRS A/D)* May 2015
- *Forensic Interviewer Training*
- *National Children's Alliance* February 2014
- *Team Facilitator Training*
- *Presented by Northeast Regional Children's Advocacy Center* November 2013
- *Forensic Interviewer Training*
- *Presented by Granite State Children's Alliance* May 2013

# COURTNEY DEVOST

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## Objective

Hard working business administration graduate with proven human resources and organizational leadership skills. I am seeking a long-term partnership with a business that will increase my personal growth while simultaneously aiding in the advancement and longevity of the company.

## Education

### MASTER'S | MAY 2023 | PLYMOUTH STATE UNIVERSITY

Pursuing: Master's in Business Administration

### BACHELOR'S | SEPTEMBER 2021 | SOUTHERN NEW HAMPSHIRE UNIVERSITY

Major: Business Administration

### ASSOCIATE'S | MAY 2018 | NEW HAMPSHIRE TECHNICAL INSTITUTE

Major: Business Administration

## Skills & Abilities

### CORE COMPETENCIES

- EXCELENT TIME-MANAGEMENT SKILLS
- DETAIL-ORIENTED AND ORGANIZED
- VERBAL AND WRITTEN COMMUNICATION
- DEDICATED TEAM MEMBER
- ADEPT IN TECHNOLOGY
- MS OFFICE PROFICIENT; 70 WPM
- NOTARY OF PUBLIC, STATE OF NH

### SKILLS

- FINANCE
  - In-depth financial understanding and well experienced in accounting, financial statements, invoicing, billing, federal and state compliance, as well as handling cash flow and all reporting.
  - Assisting and aiding in any and all functions and tasks requested of the Finance Director.
- Human Resources
  - With overly competent communication skills with employees, management, and directors; adaptability to all situations that arise, utmost confidentiality in all situations necessary and able to determine when confidentiality is required.
  - Assisting and coordinating events, employee training, and any technical training of new systems.

## **Certifications & Involvement**

### **HUMAN RESOURCES MANAGEMENT CERTIFICATE | APRIL 2022 | UNIVERSITY OF NH**

Certification requiring 6 core courses that range from 4-8 hours long, and satisfactory involvement met.

### **BOARD OF DIRECTORS | SEPTEMBER 2021 | TAPPLY-THOMPSON COMMUNITY CENTER**

Involvement with voting rights. Deciding party of the Finance Committee and Policy Committee.

### **HEAD COACH | OCTOBER 2015 | NEWFOUND MEMORIAL MIDDLE SCHOOL**

Head coach of the Newfound Memorial Middle School girls' basketball team.

## **Experience**

### **HR & OPERATIONS MANAGER | PARTNERSHIP FOR PUBLIC HEALTH | DECEMBER 2021 - PRESENT**

#### **FINANCE & COMPLIANCE SPECIALIST | SEPTEMBER 2020 - DECEMBER 2021**

- Follow all necessary business policies and accounting practices: seek to improve/update the finance department's overall internal control policy and procedure manual.
- Provides coordination and administrative support at coalition meetings, events, activities, and trainings as assigned and needed.
- Produce and maintain all necessary data, records, and reports as necessitated by funder(s).
- Complete all reporting requirements fully, accurately, and in a timely manner as specified.
- Assists with all human resource functions, including organizing New Hire personnel files, processing background checks, implementing and tracking employee benefits, retirement plans, insurance, and personnel-related activities.
- Perform other related duties as directed within the finance, operations, and HR functions.
- Provide training and educational information regarding any and all HR changes and necessary advancements.
- Process biweekly payroll, benefits, and employee reimbursements timely and accurately.
- Ensure proper backup and retention of account records and files.
- Provide technical assistance to staff with payroll, Excel, other software and hardware.
- Assist with all necessary and requested tasks of the Finance Director, as well as related duties as directed by the Executive Director, including but not limited to finance and HR functions of the organization.
- Maintain all finance, business contracts, and reporting.
- Assist in maintaining and coordinating all operational events within the organization.
- Aiding in process and form creation with the organizational leadership.

#### **LEASING ADMINISTRATIVE SPECIALIST | FORT BLISS FAMILY HOMES | JUNE 2018 - MARCH 2019**

- Maintain calendars for the leasing team.
- Draft and complete contracts regularly.
- Assist in telecommunications to prospective residents and assist with assignments of available homes.
- Serve as a point of contact between residents and the community.

- Assisted management directly with marketing and communications.
- Regular data entry and configuration.

### **ADMINISTRATIVE ASSISTANT | COMMUNITY HEALTH SERVICES NETWORK | APRIL 2017 – MAY 2018**

- Attend and take minutes at all Board and Finance meetings as well as various project meetings.
- Draft and proofread letters, emails and documents as well as design spreadsheets, invitations and business materials when needed.
- Create and proofread reports for the Executive Director and other superiors to reflect previous implementation and progress.
- Assist with review and submission of payments and reimbursements through Community Health Services Network.
- Assist with human resource duties such as reviewing resumes, drafting emails for interviews, setting up appointment times and assisting in the interview and hiring processes.
- Coordinate and complete preparation of monthly, quarterly and annual meetings.
- Assist with daily operations within the Community Health Services Network office.

### **Public Service**

#### **BOARD OF DIRECTOR'S MEMBERSHIP | TAPPLY-THOMPSON COMMUNITY CENTER | SEPTEMBER 2021 – PRESENT**

- Working directly with the Executive Committee and other members to make well executed judgments regarding the organization and any of its key decisions. While on this board, I am also apart of the following committees:
  - Finance Committee
  - Policy Committee

# JOYCE A. CAMERON

□

□

□

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## EDUCATION

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- ✓ Southern New Hampshire University, New Hampshire, Bachelor of Arts, Psychology.
- ✓ Southern New Hampshire University, New Hampshire, Associates Degree in Business Administration.
- ✓ Andover College of Maine, majored in Computer Sciences.

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## SKILLS

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- ✓ **Management** - Knowledge of business and management principles, leadership technique and coordination of people and resources.
- ✓ **Problem Solving** - Analyzing information and evaluating results to choose the best solution and solve problems.
- ✓ **Organizing and Prioritizing** - Developing specific goals and plans to prioritize, organize, and accomplish task.
- ✓ **Conflict Resolution** – Ability to handle complaints, settling disputes, and resolving grievances and conflicts.
- ✓ **Communication** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ✓ **Computer** – Extensive knowledge of computer software programs including but not limited to: Microsoft Office Suite. Familiar with Peachtree and Quickbooks

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## Professional Experience

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### PROGRAM MANAGER 2022 – PRESENT SERVICELINK – BELKNAP & CARROLL COUNTY

**Program Manager:** This role oversees the day-to-day operations of the ServiceLink offices in Belknap and Carroll County. Program manager is responsible for the team process management, including performance measurement, training and or coordination of training for all staff, public education, and awareness, community and provider relations, program review and quality oversight.

#### *Additional Skills and Achievements:*

- ✓ Manages a team within SLRC to foster a cooperative working environment;
- ✓ Manages fiscal operations including budget development and authorization of expenditures;
- ✓ Develops, implements and directs public relations and communication strategies;
- ✓ Networks with community groups to strengthen and expand coalitions within the community;
- ✓ Manages Consumer Satisfaction Survey process and all DHHS reporting requirements;
- ✓ Hires , trains and supervises office staff and volunteers.

**OPTIONS COUNSELOR/ VETERAN SUPPORT COUNSELOR & CAREGIVER  
SPECIALIST/MARKETPLACE-MEDICARE ASSITER 2013-2019  
SERVICELINK – LACONIA, NH**

**Options Counselor:** The role of the Long-Term Care Options Counselor is to empower patients and caregivers to become an active participant in their (or loved one's) care. Assist clients with navigating through CFI and Nursing Facility Medicaid, SNAP, housing and other state and federal benefits.

***Additional Skills and Achievements:***

- ✓ Perform person centered comprehensive needs assessments, including psychological, physical, functional, cultural, financial, and environmental and life goals to determine appropriate referrals.
- ✓ Provides information, referrals, assistance and follow up to clients through home and community visits, phone and walk-in as needed.
- ✓ Assists public with State and Federal benefit applications and understanding of their benefits. Benefits include CFI/HCBC, LTC NF Medicaid, APTD, SNAP, Housing and other services needed.

**The Veteran Support Counselor & Caregiver Resource Specialist:** This role assists veterans and caregivers with obtaining funds through VA and Family Caregiver Grants to assist them with their unique needs.

***Additional Skills and Achievements:***

- ✓ Work Closely with VA regarding Veteran's budget and service needs.
- ✓ Develops and implements an outreach strategy to reach caregivers and agencies that serve caregivers throughout the catchment area.
- ✓ Facilitates training programs for family caregivers that enhance their care giving skills.
- ✓ Assist Veteran's through the hiring process in relation to their caregiving needs.

**Marketplace/Medicare Assister.** This role is to educate and enroll residents of Carroll County in the Affordable Care Act's Marketplace Health Insurance. To provide one-on-one assistance to help people navigate Medicare prescription drug coverage.

***Additional Skills and Achievements:***

- ✓ Assisted consumers preparing electronic and paper applications to establish eligibility for tax credits and other subsidiaries.
- ✓ Provided outreach and education workshops to raise awareness about the Marketplace to the local communities.
- ✓ Provided one-on-one assistance to help people navigate Medicare prescription drug coverage.
- ✓ Assessed clients' needs and makes referrals to appropriate community resources.

**AMBASSADOR/EXPEDITER/HUMAN RESOURCE ASSISTANT/FRONT DESK/  
TELECOMMUNICATIONS OPERATOR - 2009 - PRESENT**

## LAKES REGION GENERAL HOSPITAL– LACONIA, NH

**All Positions:** Primary role is to provide quality service and product to patients and guests of LRGHealthcare. Current position is in Telecommunications.

### *Additional Skills and Achievements:*

- ✓ Ensure all calls are routed to the appropriate person or department. Arrange ambulance transfers for patients going to another medical facility or to their home. Assist security and departments when medical staff is needed urgently.
- ✓ General clerical duties.
- ✓ Reviewed new employee packets with new employees and provided employee badge.
- ✓ Explained the hospital ordering system to patients and assist them as needed with ordering.
- ✓ Expedited meal trays ensuring that the quality of food is satisfactory, that any thickened liquids are done correctly and that all items were correct according to their nutrition plan.
- ✓ Supervised, the dish room staff, ambassadors, and porter.
- ✓ Assisted management with new ordering system and trained appropriate staff on Computrition.

### **OFFICE MANAGER**

#### **L&R CLEANING UNLIMITED AND WHOLESALE JANITORIAL SUPPLY – 2010-2012**

**Office Manager:** This position is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

### *Additional Skills and Achievements:*

- ✓ Supervised the activities performed in all work units within an office, including office management, implementation of procedures, case management and processing, records management, collection and reporting of statistics, and accounting functions.
- ✓ Performed human resource tasks, including coordinating and participating in the hiring and process resolving unusual employee problems, and supervising employee time and attendance records.
- ✓ Prepared manuals and other materials describing procedures and standards.
- ✓ Provided basic bookkeeping functions, such as payroll, accounts receivable and accounts payables.
- ✓ Maintained accurate employee records to ensure we are in compliance with state labor laws.
- ✓ Scheduled bid proposal appointments for potential clients.





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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Lori A. Shilbette  
Commissioner

Melissa A. Hardy  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 6, 2022.

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,476.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Frankestown,	\$834,693.24	\$821,626	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

		Greenfield, Greenville, Hancock,  Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$649,130.58	\$645,746	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,436,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,508,928.02</b>	<b>\$6,612,993</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, 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.

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

### **EXPLANATION**

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

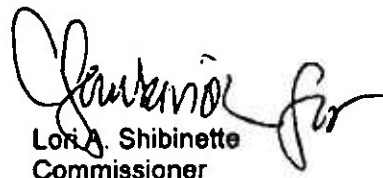
As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 90MP0176-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Note: "Grants for P.A.&R." = Grants for Public Assistance and Relief

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$441,715.44	\$440,756.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$824,865.24	\$821,626.00	\$1,646,491.24

Crafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
		Subtotal	\$646,585.58	\$645,746.00	\$1,292,331.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$880,969.94	\$879,650.00	\$1,760,619.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$1,137,286.42	\$1,195,393.00	\$2,332,679.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$376,733.60	\$376,374.00	\$753,107.60

Total 9565	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$50,000.00	\$50,000.00	\$100,000.00

Total 3317	\$50,000.00	\$50,000.00	\$100,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
	Subtotal		\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal		\$262,755.00	\$350,340.00	\$613,095.00

Total 2164	\$262,755.00	\$350,340.00	\$613,095.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
	Subtotal		\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
	Subtotal		\$2,909.00	\$0.00	\$2,909.00

ServiceLink Aging and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>	<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

<b>Total 2638</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$332,937.82	\$0.00	\$332,937.82
2022	\$327,615.82	\$0.00	\$327,615.82
2023	\$0.00	\$327,616.00	\$327,616.00
2024	\$0.00	\$327,616.00	\$327,616.00
<b>Subtotal</b>	<b>\$660,553.64</b>	<b>\$655,232.00</b>	<b>\$1,315,785.64</b>

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$224,246.72	\$0.00	\$224,246.72
2022	\$220,377.72	\$0.00	\$220,377.72
2023	\$0.00	\$220,378.00	\$220,378.00
2024	\$0.00	\$220,378.00	\$220,378.00
<b>Subtotal</b>	<b>\$444,624.44</b>	<b>\$440,756.00</b>	<b>\$885,380.44</b>

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$554,579.08	\$0.00	\$554,579.08
2022	\$543,933.08	\$0.00	\$543,933.08
2023	\$0.00	\$543,933.00	\$543,933.00
2024	\$0.00	\$543,933.00	\$543,933.00
<b>Subtotal</b>	<b>\$1,098,512.16</b>	<b>\$1,087,866.00</b>	<b>\$2,186,378.16</b>

Easter Seals New Hampshire, Inc. (Vendor # 177204)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$423,880.62	\$0.00	\$423,880.62
2022	\$410,812.62	\$0.00	\$410,812.62
2023	\$0.00	\$410,813.00	\$410,813.00
2024	\$0.00	\$410,813.00	\$410,813.00
<b>Subtotal</b>	<b>\$834,693.24</b>	<b>\$821,626.00</b>	<b>\$1,656,319.24</b>

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$326,257.79	\$0.00	\$326,257.79
2022	\$322,872.79	\$0.00	\$322,872.79
2023	\$0.00	\$322,873.00	\$322,873.00
2024	\$0.00	\$322,873.00	\$322,873.00
<b>Subtotal</b>	<b>\$649,130.58</b>	<b>\$645,746.00</b>	<b>\$1,294,876.58</b>

Lakes Region Partnership for Public Health (Vendor # 165635)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$445,142.97	\$0.00	\$445,142.97
2022	\$454,824.97	\$0.00	\$454,824.97
2023	\$0.00	\$444,825.00	\$444,825.00
2024	\$0.00	\$444,825.00	\$444,825.00
<b>Subtotal</b>	<b>\$899,967.94</b>	<b>\$889,650.00</b>	<b>\$1,789,617.94</b>

Monadnock Collaborative (Vendor # 159303)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$573,301.21	\$0.00	\$573,301.21
2022	\$567,983.21	\$59,427.00	\$627,410.21
2023	\$0.00	\$567,983.00	\$567,983.00
2024	\$0.00	\$567,983.00	\$567,983.00
<b>Subtotal</b>	<b>\$1,141,284.42</b>	<b>\$1,195,393.00</b>	<b>\$2,336,677.42</b>



ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.A.R." - Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
		Subtotal	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, HHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS  
(85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Partnership for Public Health, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), as amended and approved by the Governor and Executive Council on March 23, 2022 (Item #28), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A Revisions to Standard Contract Provisions, Subsection 1.2, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$1,789,617.94
3. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #3, Scope of Services in order to correct various scribes' errors, align scope with necessary services, and incorporate changes in Amendment #2, as approved by the Governor and Executive Council on March 23, 2022, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III 'E' (CFDA #93.052), FAIN: 21AANHT3FC.
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID.
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03.
      - 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04.

- 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00.
  - 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10.
  - 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III.
  - 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B.
- 1.2 42.77% General funds.
5. 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 item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.
6. Modify Exhibit C, Payment Terms, Section 4, to read:
- 4. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
    - 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
    - 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.
7. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:
- 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
8. Add Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.
9. Add Exhibit C-4 Amendment #3 Budget, 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

5/13/2022  
Date

DocuSigned by:  
*Melissa Hardy*  
Name: Melissa Hardy  
Title: Director, DLTSS

Partnership for Public Health, Inc.

5/11/2022  
Date

DocuSigned by:  
*Tamera Carmichael*  
Name: Tamera Carmichael  
Title: Executive Director



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Belknap County and Carroll County.
- 1.5. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.5.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.5.2. Promote awareness of the various options available to people in their community.
  - 1.5.3. Refer individuals to needed services.
  - 1.5.4. Provide person-centered one-on-one assistance and decision support to individuals.
  - 1.5.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.
  - 1.5.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

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- 1.5.7. Serve all adults regardless of physical, intellectual or development disability or mental illness.
- 1.5.8. Provide information regarding community-based long-term supports and services.
- 1.5.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

- 2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:
  - 2.1.1.1. Operate as an independent program.
  - 2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.
  - 2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.
  - 2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.
- 2.1.2. The Contractor shall occupy an independent office space that, at a minimum:
  - 2.1.2.1. Is an easily accessible area and location.
  - 2.1.2.2. Meets all applicable state and local building rules and ordinances.
  - 2.1.2.3. Has sufficient space that includes, but is not limited to:
    - 2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.
    - 2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.
  - 2.1.2.4. Has barrier-free/handicap access.



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

- 2.1.2.5. Has appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:
  - 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.
  - 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
  - 2.1.3.5. Accepting calls transferred from the ServiceLink general telephone line including:
    - 2.1.3.5.1. Providing a minimum of forty (40) hours per week of ServiceLink general telephone line services Monday through Friday between the hours of 8:00 am and 5:00 pm;
    - 2.1.3.5.2. Logging all received telephone calls, including:
      - 2.1.3.5.2.1. Date of call;
      - 2.1.3.5.2.2. Name of caller;
      - 2.1.3.5.2.3. Telephone number of caller; and
      - 2.1.3.5.2.4. The ServiceLink providers to whom the caller was referred.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

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- 2.1.3.5.3. Transferring calls to applicable ServiceLink provider; and
- 2.1.3.5.4. Responding to calls left on voicemail within one (1) business day from the time the call is received.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.
    - 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.
  - 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include, but are not limited to:
    - 2.1.4.3.1. State or regional hospitals.
    - 2.1.4.3.2. Senior centers.
    - 2.1.4.3.3. Physician practices.
    - 2.1.4.3.4. Home health agencies.
    - 2.1.4.3.5. Community mental health centers.
    - 2.1.4.3.6. Municipal health and welfare providers.
    - 2.1.4.3.7. Brain Injury Associations.
    - 2.1.4.3.8. Centers for Independent Living.
    - 2.1.4.3.9. Department of Military Affairs and Veteran Services.
    - 2.1.4.3.10. Adult Protective Services.

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**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

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- 2.1.4.3.11. Information and referral/2-1-1 programs.
- 2.1.4.3.12. Regional Public Health Networks.
- 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.
  - 2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contractor shall:
    - 2.2.2.1. Utilize the Department's approved survey tool;
    - 2.2.2.2. Distribute the survey to consumers as directed by the Department;
    - 2.2.2.3. Collect completed surveys, as applicable; and
    - 2.2.2.4. Enter each completed survey into an online database as directed by the Department.
- 2.3. Outreach and Education
  - 2.3.1. The Contractor shall deliver outreach and education services to promote ServiceLink services.
  - 2.3.2. The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.
  - 2.3.3. The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

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2.3.4. The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:

2.3.4.1. Faith Based Communities and/or Parish Nurses.

2.3.4.2. The Social Security Administration.

2.3.4.3. Low income housing sites.

2.3.4.4. Senior Centers.

2.3.5. The Contractor shall implement the Department-approved outreach and marketing plan, which includes, but is not limited to:

2.3.5.1. A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.

2.3.5.2. Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.

2.3.5.3. Strategies to assess the effectiveness of outreach and marketing activities.

2.3.5.4. Feedback loops to monitor and modify outreach and marketing activities as needed.

**2.4. Training**

2.4.1. The Contractor shall ensure all staff, including but not limited to the site manager, receive training within one (1) year of hire, that includes, but is not limited to:

2.4.1.1. Outreach and education trainings.

2.4.1.2. Person-Centered Options Counseling training.

2.4.1.3. Safeguarding the confidentiality of all clients, as required by state and federal laws.

2.4.1.4. Alliance of Information and Referral Standards (AIRS) Certification training.

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- 2.4.1.5. SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.
- 2.4.1.6. SMP Foundations training.
- 2.5. Information & Referral/Assistance Plan and Person-Centered Options Counseling
  - 2.5.1. The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:
    - 2.5.1.1. A description of all systematic processes to ensure consistent delivery of services.
    - 2.5.1.2. All services and resources available to the population of the geographic region.
  - 2.5.2. The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.
  - 2.5.3. The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.
  - 2.5.4. The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).
  - 2.5.5. The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.
  - 2.5.6. The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.
  - 2.5.7. The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.
- 2.6. Specialized Care Transition Counseling and Support Services
  - 2.6.1. The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but not limited to nursing homes, rehabilitation facilities, and transitional housing settings.
  - 2.6.2. The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.

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2.6.3. The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:

2.6.3.1. Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.

2.6.3.2. Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:

2.6.3.2.1. Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;

2.6.3.2.2. Establish a process for identifying individuals and caregivers in need of transition support services;

2.6.3.2.3. Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, and coordination;

2.6.3.2.4. Perform consultation services for hospital staff regarding available LTSS in the community;

2.6.3.2.5. Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations; and

2.6.3.3. Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.

2.6.3.4. Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:

2.6.3.4.1. Facilitating the coordination of services and supports needed for transition.

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- 2.6.3.4.2. Providing individuals with a safe and secure setting.
- 2.6.3.5. Assisting in the prevention of hospital readmission.
- 2.6.4. The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1. Hospital and nursing home discharge planning meetings.
  - 2.6.4.2. Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3. Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4. Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5. Developing transition plans for clients and assisting individuals with finding and accessing home and community-based services according to the transition plan.
- 2.7. Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1. The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2. The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:
    - 2.7.2.1. Assisting individuals with determining appropriate payment and delivery of services.
    - 2.7.2.2. Providing individuals with financial assessment, as applicable.
    - 2.7.2.3. Assisting clients with accessing community-based LTSS programs.
    - 2.7.2.4. Developing processes for accessing public LTSS programs.
    - 2.7.2.5. Ensuring eligibility documents are completed and submitted to the Department.
    - 2.7.2.6. Collaborating with the Department to assess and determine client eligibility.

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- 2.7.2.7. Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
- 2.7.2.8. Ensuring staff have access to and training on systems necessary to determine eligibility for services.
- 2.7.2.9. Providing additional Person-Centered Options and Counseling to individuals determined ineligible for LTSS, as appropriate.
- 2.7.2.10. Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
- 2.7.2.11. Complying with Department policies and procedures regarding the Medicaid eligibility determination process.

2.7.3. The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.

**2.8. Specialty Program Services**

**2.8.1. Family Caregiver Support Program Services**

- 2.8.1.1. The Contractor shall ensure staff maintain knowledge of current community resources.
- 2.8.1.2. The Contractor shall ensure:
  - 2.8.1.2.1. A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.
- 2.8.1.3. The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis

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- 2.8.1.4. The Contractor shall facilitate caregiver support groups, as needed.
- 2.8.1.5. The Contractor shall collaborate with other caregiver support service agencies within the geographic area.
- 2.8.1.6. The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.
- 2.8.1.7. The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.
- 2.8.1.8. The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.
- 2.8.1.9. The Contractor shall participate in an annual program review as determined by the Department.
- 2.8.1.10. The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
- 2.8.1.11. The Contractor shall provide referrals and assistance with access to appropriate community resources.
- 2.8.1.12. The Contractor shall provide a minimum of bimonthly contact with the caregivers they support.
- 2.8.1.13. The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program:
  - 2.8.1.13.1. Are trained by a BEAS Designee; and
  - 2.8.1.13.2. Are monitored for progress within Program, including, but not limited to; remaining current on all Family Caregiver Support Program services, policies and procedures.
- 2.8.1.14. The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
- 2.8.1.15. The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
- 2.8.1.16. The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.

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**2.8.2. State Health Insurance Program (SHIP) Assistance**

- 2.8.2.1. The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.
- 2.8.2.2. The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.
- 2.8.2.3. The Contractor shall provide personalized counseling services.
- 2.8.2.4. The Contractor shall provide targeted community outreach in order to:
  - 2.8.2.4.1. Increase consumer understanding of Medicare program benefits.
  - 2.8.2.4.2. Raise awareness of the opportunities for assistance with benefit and plan selection.
- 2.8.2.5. The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:
  - 2.8.2.5.1. Assisting individuals with enrolling in appropriate benefit plans.
  - 2.8.2.5.2. Providing continued enrollment assistance in Medicare prescription drug coverage.
- 2.8.2.6. The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.
- 2.8.2.7. The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).

**2.8.3. Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services**

- 2.8.3.1. The Contractor shall educate the public on topics that include, but are not limited to:
  - 2.8.3.1.1. Part D prescription drugs in rural areas.
  - 2.8.3.1.2. Medicare preventative services.

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- 2.8.3.1.3. Medicare cost savings, including low income subsidy and Medicare savings program.
- 2.8.3.2. The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.
- 2.8.3.3. The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month which includes, but is not limited to:
  - 2.8.3.3.1. Mailing introductory letters regarding the program to agencies which may include, but are not limited to:
    - 2.8.3.3.1.1. Town offices.
    - 2.8.3.3.1.2. Housing sites.
    - 2.8.3.3.1.3. Home health agencies.
    - 2.8.3.3.1.4. Faith-based Communities and parish nurses.
    - 2.8.3.3.1.5. Public libraries.
    - 2.8.3.3.1.6. Fuel assistance agencies.
    - 2.8.3.3.1.7. Hospital public affairs managers.
    - 2.8.3.3.1.8. Pharmacies.
    - 2.8.3.3.1.9. Medical practices.
    - 2.8.3.3.1.10. Other community partners.
  - 2.8.3.3.2. Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served.
  - 2.8.3.3.3. Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication.
  - 2.8.3.3.4. Purchasing media in the local area.
- 2.8.3.4. The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug

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coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).

**2.8.4. Senior Medicare Patrol (SMP) Services**

- 2.8.4.1. The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals with Medicare.
- 2.8.4.2. The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines, web-based strategies through local and statewide media channels and education outreach planning.
- 2.8.4.3. The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.
- 2.8.4.4. The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.
- 2.8.4.5. The Contractor shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).
- 2.8.4.6. The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services, through expanded partnerships and a network of trained volunteers.
- 2.8.4.7. The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.
- 2.8.4.8. The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information, detect payment errors, and report questionable Medicare billing situations.

**2.8.5. Veteran Directed Care (VDC)**

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- 2.8.5.1. The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.
- 2.8.5.2. The Contractor shall collaborate with and accepting referrals from:
  - 2.8.5.2.1. The White River Junction Veterans Affairs Medical Center; and
  - 2.8.5.2.2. The Manchester Veterans Affairs Medical Center.
- 2.8.5.3. The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
- 2.8.5.4. The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
- 2.8.5.5. The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
- 2.8.5.6. The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying backup plans of support.
- 2.8.5.7. The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
- 2.8.5.8. The Contractor shall monitor veterans' budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.
- 2.8.5.9. The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.
- 2.8.5.10. The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.
- 2.8.5.11. The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and

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its policies and processes, which includes, but is not limited to:

2.8.5.11.1. Monthly VDC calls.

2.8.5.11.2. VDC sponsored trainings.

2.8.5.11.3. VDC sponsored webinars.

2.8.5.12. The Contractor shall participate in VAMC quarterly program meetings.

2.8.5.13. The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

2.8.6. Bureau of Housing Services Assessments

2.8.6.1. The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**3. Performance Measures and Reporting Requirements**

3.1. The Contractor shall report on data collected in the Refer/Navigate system to the Department in a Department approved format, as requested.

3.2. The Contractor shall provide quarterly narrative reports regarding community partnerships and outreach as outlined by the Department.

3.3. The Contractor shall maintain a record of completed staff training and education, including Medicare training, to be made available to the Department upon request.

3.4. The Contractor shall maintain full compliance with requirements of the annual report from the Administration on Aging and agrees to enter all needed data in the database accurately and timely.

3.5. The Contractor shall develop and implement a tracking system, to be approved by the Department, and assemble required data for the NH Family Caregiver Support Program into a quarterly report, to be delivered to the Department, which must include, but is not limited to:

3.5.1. A customized report on number of staff trained in Powerful Tools for Caregivers curriculum or other evidenced-based curriculum for caregivers.

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- 3.5.2. Number of Powerful Tools for Caregivers or other evidenced-based training session for caregivers coordinated and/or conducted annually.
- 3.5.3. Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.
- 3.5.4. Expenditures and expenses for outreach activities.
- 3.5.5. Average annual income of caregivers including, but not limited to, those who:
  - 3.5.5.1. Receive grants;
  - 3.5.5.2. Receive training;
  - 3.5.5.3. Receive I & R supports;
  - 3.5.5.4. Receive counseling; or
  - 3.5.5.5. Participate in support groups.
- 3.6. The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
  - 3.6.1. Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.6.2. Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.6.3. Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.6.4. Enrollment Contacts – Percentage of unduplicated enrollment contacts with one or more qualifying enrollment topics discussed per total Medicare beneficiaries in the State.
- 3.7. The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
  - 3.7.1. Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.7.2. Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.7.3. The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.

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- 3.8. The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.
- 3.9. The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.

**4. Staffing**

- 4.1. The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
- 4.2. The Contractor shall provide staff as follows:
  - 4.2.1. One (1) full-time equivalent (FTE) Program Manager.
  - 4.2.2. Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.
  - 4.2.3. Staff for the NH Family Caregiver Program at no less than 1 FTE for Belknap County and .5 FTE for Carroll County.
  - 4.2.4. Staff for the SHIP, SMP, and MIPPA services at no less than .75 FTE for Belknap County and .5 FTE for Carroll County.
- 4.3. Criminal Background Check and BEAS State Registry Checks
  - 4.3.1. The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:
    - 4.3.1.1. A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.
    - 4.3.1.2. A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.
    - 4.3.1.3. A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).
  - 4.3.2. The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS

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State Registry check must be provided to the Department upon request by the Department.

**5. Exhibits Incorporated**

- 5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6. Additional Terms**

- 6.1. Impacts Resulting from Court Orders or Legislative Changes
  - 6.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 6.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services
  - 6.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.
- 6.3. Credits and Copyright Ownership
  - 6.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or

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- required, e.g., the United States Department of Health and Human Services.”
- 6.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.
- 6.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
- 6.3.3.1. Brochures.
  - 6.3.3.2. Resource directories.
  - 6.3.3.3. Protocols or guidelines.
  - 6.3.3.4. Posters.
  - 6.3.3.5. Reports.
- 6.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.
- 6.4. Operation of Facilities: Compliance with Laws and Regulations
- 6.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
- 6.5. Eligibility Determinations
- 6.5.1. If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

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- 6.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
- 6.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
- 6.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**7. Records**

- 7.1. The Contractor shall keep records that include, but are not limited to:
  - 7.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 7.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 7.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 7.1.4. Medical records on each patient/recipient of services.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #3**

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- 7.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Partnership for Public Health, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2022-6/30/2023</u> Indirect Cost Rate (if applicable) <u>13.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$277,000
2. Fringe Benefits	\$57,276
3. Consultants	\$12,076
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$3,449
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$1,429
6. Travel	\$2,500
7. Occupancy	\$22,752
8. Software	\$515
9. (a) Other - Marketing/Communications	\$2,500
9. (b) Other - Education and Training	\$880
9. (c) Current Expense	
<i>Telephone</i>	\$5,168
<i>Postage</i>	\$1,203
<i>Subscriptions</i>	\$460
<i>Audit &amp; Legal</i>	\$2,637
<i>Insurance</i>	\$3,426
<i>Meeting Expense</i>	\$275
<i>Recruitment Costs</i>	\$500
<i>Board Expenses</i>	\$0
10. Subrecipient Contracts	\$1
<b>Total Direct Costs</b>	<b>\$394,047</b>
<b>Total Indirect Costs</b>	<b>\$50,778</b>
<b>TOTAL</b>	<b>\$444,825</b>

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Contractor Initials \_\_\_\_\_  
Date 5/11/2022

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>Partnership for Public Health, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>13.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$277,000
2. Fringe Benefits	\$57,276
3. Consultants	\$12,076
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$3,449
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$1,429
6. Travel	\$2,500
7. Occupancy	\$22,752
8. Software	\$515
9. (a) Other - Marketing/Communications	\$2,500
9. (b) Other - Education and Training	\$880
9. (c) Current Expense	
Telephone	\$5,168
Postage	\$1,203
Subscriptions	\$480
Audit & Legal	\$2,637
Insurance	\$3,426
Meeting Expense	\$275
Recruitment Costs	\$500
Board Expenses	\$0
10. Subrecipient Contracts	\$1
<b>Total Direct Costs</b>	<b>\$394,047</b>
<b>Total Indirect Costs</b>	<b>\$50,778</b>
<b>TOTAL</b>	<b>\$444,825</b>

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Contractor Initials  
Date 5/11/2022

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Shiblette  
Commissioner

Melissa A. Hardy  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

February 9, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend an existing contract with the Contractor listed below in bold type for Aging and Disability Resource Center ServiceLink services, by increasing the total price limitation by \$15,000 from \$6,491,928.02 to \$6,506,928.02 with no change to the contract completion date of June 30, 2022, effective upon Governor and Council approval. 57% Federal Funds, 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18, and amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item A).

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,893,476.60	\$0	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$660,553.64	\$0	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich,	\$834,693.24	\$0	\$834,693.24

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

		Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$649,130.58	\$0	\$649,130.58
Partnership for Public Health	165635	Belknap and Carroll County	\$884,967.94	\$15,000.00	\$899,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$0	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$377,821.60	\$0	\$377,821.60
		<b>Total:</b>	<b>\$6,491,928.02</b>	<b>\$15,000.00</b>	<b>\$6,506,928.02</b>

Funds are available in the following accounts for State Fiscal Year 2022, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

The purpose of this request is to address the increase in volume of calls to the ServiceLink general telephone line by having the Contractor listed above in bold answer and direct telephone calls to the proper ServiceLink provider. The Department identified the Contractor as having sufficient staffing resources and capacity to quickly begin providing these services.

Approximately 71,000 individuals will be served during State Fiscal Year 2022.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire. The Contractor will receive calls to the ServiceLink general telephone number, and direct callers requesting information about ServiceLink services to the appropriate provider.



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His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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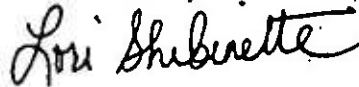
The Department will monitor services by reviewing call logs maintained by the Contractor.

Should the Governor and Executive Council not authorize this request, the Department will not be able to receive and respond to calls to the ServiceLink general telephone number, and individuals requesting information about services available through ServiceLink may not receive information necessary to access the services.

Source of Federal Funds: Assistance Listing Number #93.044; FAIN #2001NHSSC3-00.

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

Respectfully submitted,



Lori A. Shiblinette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, SERVICELINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$656,551.64	\$0.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$441,715.44	\$0.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
		Subtotal	\$1,090,506.16	\$0.00	\$1,090,506.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$824,865.24	\$0.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
		Subtotal	\$646,585.58	\$0.00	\$646,585.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
	Subtotal		\$880,969.94	\$0.00	\$880,969.94

Nonadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,035.81	\$0.00	\$470,035.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,735.81	\$0.00	\$468,735.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
	Subtotal		\$1,137,286.42	\$0.00	\$1,137,286.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
	Subtotal		\$376,733.60	\$0.00	\$376,733.60

Total 9565	\$6,055,214.02	\$0.00	\$6,055,214.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ADMIN ON AGING SVCS GRANT-SNP (100% Federal Funds - SHIP Trainer - 3 Sources)

Nonadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal		\$50,000.00	\$0.00	\$50,000.00

Total 3317	\$50,000.00	\$0.00	\$50,000.00
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05-95-48-481010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTS- ELDERLY AND ADULT SERVICES, WAIVER AND NURSING FACILITIES, CFI ELIGIBILITY (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal		\$262,755.00	\$0.00	\$262,755.00

Total 2164	\$262,755.00	\$0.00	\$262,755.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTS-

ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Svc	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

Total 8925	\$36,374.00	\$0.00	\$36,374.00
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, HHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2022	\$0.00	\$15,000.00	\$15,000.00
		Subtotal	\$0.00	\$15,000.00	\$15,000.00

Total 1917	\$0.00	\$15,000.00	\$15,000.00
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Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$332,937.82	\$0.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$660,553.64	\$0.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$224,246.72	\$0.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$444,624.44	\$0.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$554,579.08	\$0.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	Subtotal	\$1,098,512.16	\$0.00	\$1,098,512.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$423,880.62	\$0.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$834,693.24	\$0.00	\$834,693.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$326,257.79	\$0.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$649,130.58	\$0.00	\$649,130.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$445,142.97	\$0.00	\$445,142.97
	2022	\$439,824.97	\$15,000.00	\$454,824.97
	Subtotal	\$884,967.94	\$15,000.00	\$899,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$573,301.21	\$0.00	\$573,301.21
	2022	\$567,933.21	\$0.00	\$567,933.21
	Subtotal	\$1,141,284.42	\$0.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	Subtotal	\$377,821.60	\$0.00	\$377,821.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00

		Subtotal	\$350,340.00	\$0.00	\$350,340.00
Grand Total SFY21	2021		\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022		\$3,221,777.01	\$15,000.00	\$3,236,777.01
Total Contract			\$6,491,928.02	\$15,000.00	\$6,506,928.02

**ACCOUNTING UNIT SUMMARY**

**05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, SERVICELINK**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500187	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
545-500187	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
		Subtotal	\$6,055,214.02	\$0.00	\$6,055,214.02

**05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ADMIN ON AGING SVCS GRANT-SMP (100% Federal Funds - SHIP Trainer - J Sources)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

**05-95-48-481010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, MONEY FOLLOWS THE PERSON (100% Federal Funds)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

**05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, WAIVER AND NURSING FACILITIES, CFI ELIGIBILITY (50% Federal Funds, 50% General Funds)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

**05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, MEDICAD SERVICES GRANTS (100% Federal Funds - SHIP Admin)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

**05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2022	\$0.00	\$15,000.00	\$15,000.00
		Subtotal	\$0.00	\$15,000.00	\$15,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$15,000.00	\$3,236,777.01
Total Contract		\$6,491,928.02	\$15,000.00	\$6,506,928.02

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MBALori A. Shidmore  
CommissionerDeborah D. Scheetz  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into Retroactive amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Francesstown.	\$821,625.24	\$13,068.00	\$834,693.24



His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165835	Belknap and Carroll County	\$878,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		Total:	\$6,443,554.02	\$48,374.00	\$6,491,928.02

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

See attached fiscal details

#### EXPLANATION

These amendments are Retroactive because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shabinette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
IHHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
	Subtotal		\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
	Subtotal		\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
	Subtotal		\$1,087,866.16	\$2,640.00	\$1,090,506.16

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
	Subtotal		\$821,615.24	\$3,240.00	\$824,855.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$840.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
	Subtotal		\$645,745.58	\$840.00	\$646,585.58

Lakes Region Partnership for Public Health (Vendor #165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

343-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
370-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,320.00	\$880,969.94

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,733.81	\$1,320.00	\$470,053.81
343-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
370-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,733.81	\$0.00	\$468,733.81
343-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
370-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,320.00	\$1,137,286.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$130,780.29	\$360.00	\$131,140.29
343-500387	I & R Contracts	2021	\$10,406.31	\$0.00	\$10,406.31
370-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$130,780.29	\$0.00	\$130,780.29
343-500387	I & R Contracts	2022	\$10,406.31	\$0.00	\$10,406.31
370-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

<b>Total 9565</b>			<b>\$6,043,214.03</b>	<b>\$12,000.00</b>	<b>\$6,055,214.03</b>
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**05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT (100% Federal Funds - SIIP Yealoc - 3 Sources)**

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

<b>Total 3317</b>			<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>
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**05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177178)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

<b>Total 8920</b>			<b>\$87,585.00</b>	<b>\$0.00</b>	<b>\$87,585.00</b>
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**05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)**

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177178)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

<b>Total 2164</b>			<b>\$262,755.00</b>	<b>\$0.00</b>	<b>\$262,755.00</b>
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<b>05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT</b>					
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES, GRANTS  
(100% Federal Funds - SIHP Admin)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177103)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,545.00	\$2,545.00
		Subtotal	\$0.00	\$2,545.00	\$2,545.00

**Lakes Region Partnership for Public Health (Vendor # 165435)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total #925</b>			<b>\$0.00</b>	<b>\$36,374.00</b>	<b>\$36,374.00</b>
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177103)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,322.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$655,231.64	\$5,322.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$543,933.08	\$10,646.00	\$554,579.08
	2022	\$543,933.68	\$0.00	\$543,933.68
	Subtotal	\$1,087,866.76	\$10,646.00	\$1,098,512.76

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$410,812.62	\$13,068.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$821,625.24	\$13,068.00	\$834,693.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$645,745.58	\$3,385.00	\$649,130.58

**LaKes Region Partnership for Public Health (Vendor # 165435)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	Subtotal	\$879,649.94	\$5,318.00	\$884,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	Subtotal	\$1,135,966.42	\$5,318.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.80	\$1,448.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	Subtotal	\$376,373.60	\$1,448.00	\$377,821.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$350,340.00	\$0.00	\$350,340.00

Grand Total SFY21	2021	\$3,211,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,211,777.01	\$0.00	\$3,211,777.01
Total Contract		\$6,423,554.01	\$48,374.00	\$6,491,928.01

**ACCOUNTING UNIT SUMMARY**

05-95-48-481010-9363 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SYS.  
 1113: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,788.01	\$12,000.00	\$2,464,788.01
543-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
543-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
	Subtotal		\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
(100% Federal Funds - SHIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal		\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8970 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal		\$262,755.00	\$0.00	\$262,755.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS.  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Silblitt  
Commissioner

Deborah D. Schreier  
Director

165 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-851-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 66.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners.	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Francesstown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177875	Grafton County	\$645,745.58
Partnership for Public Health	185635	Belknap and Carroll County	\$879,649.94



Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francastown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		Total:	\$5,443,554.02

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

See Attached Fiscal Details

#### EXPLANATION

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long-term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.

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

- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/28/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

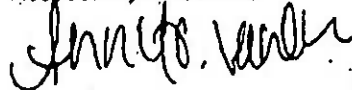
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:6, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.67% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.791, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Landry  
Associate Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
5/7/21-21

05-95-48-481010-9365 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
IIHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Commonly Action Program Balhnap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$257,930.64	\$257,930.64
543-500387	I & R Contracts	2021	\$0.00	\$15,683.18	\$15,683.18
570-500978	Family Caregiver	2021	\$0.00	\$4,000.00	\$4,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$257,930.64	\$257,930.64
543-500387	I & R Contracts	2022	\$0.00	\$15,683.18	\$15,683.18
570-500978	Family Caregiver	2022	\$0.00	\$4,000.00	\$4,000.00
	Subtotal		\$0.00	\$633,231.64	\$633,231.64

STRAFFORD- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$182,367.93	\$182,367.93
543-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500978	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$182,367.93	\$182,367.93
543-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500978	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$450,539.73	\$450,539.73
543-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500978	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$450,539.73	\$450,539.73
543-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500978	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Eastern Seaboard New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$340,599.58	\$340,599.58
543-500387	I & R Contracts	2021	\$0.00	\$16,713.04	\$16,713.04
570-500978	Family Caregiver	2021	\$0.00	\$4,000.00	\$4,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$340,599.58	\$340,599.58
543-500387	I & R Contracts	2022	\$0.00	\$16,713.04	\$16,713.04
570-500978	Family Caregiver	2022	\$0.00	\$4,000.00	\$4,000.00
	Subtotal		\$0.00	\$821,625.24	\$821,625.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2021	\$0.00	\$17,643.82	\$17,643.82
570-500978	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
107-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2022	\$0.00	\$17,643.82	\$17,643.82
570-500978	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,743.58	\$645,743.58

Lake Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
	Subtotal		\$0.00	\$879,649.94	\$879,649.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$468,735.81	\$468,735.81
545-500387	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
107-500734	Contracts for Program Services	2022	\$0.00	\$468,735.81	\$468,735.81
545-500387	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
	Subtotal		\$0.00	\$1,135,966.42	\$1,135,966.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2021	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2021	\$0.00	\$37,000.00	\$37,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2022	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2022	\$0.00	\$37,000.00	\$37,000.00
	Subtotal		\$0.00	\$376,373.60	\$376,373.60

Total 9565	\$0.00	\$6,043,214.03	\$6,043,214.03
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05-25-48-18100-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS. (HS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT. (100% Federal Funds - SHIP Transfer - 3 Source)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$50,000.00	\$50,000.00
107-500731	Contracts for Program Services	2022	\$0.00	\$50,000.00	\$50,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT  
ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(100% Federal Funds)

Behavioral Health & Development Services of Stafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
107-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,585.00	\$87,585.00
Total 8920			\$0.00	\$87,585.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, IHHS: ELDERLY AND ADULT  
ELDERLY AND ADULT SERVICES  
(50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Stafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
101-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
101-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$0.00	\$262,755.00	\$262,755.00
Total 2164			\$0.00	\$262,755.00	\$262,755.00

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Ultrap-Merrimack Counties, Inc. (Vendor #177203)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$377,615.82	\$377,615.82
2022	\$0.00	\$377,615.82	\$377,615.82
Subtotal	\$0.00	\$655,231.64	\$655,231.64

STAFFORD - Behavioral Health & Development Services of Stafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$270,377.72	\$270,377.72
2022	\$0.00	\$270,377.72	\$270,377.72
Subtotal	\$0.00	\$440,755.44	\$440,755.44

HOCKINGHAM - Behavioral Health & Development Services of Stafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$0.00	\$543,933.03	\$543,933.03
2022	\$0.00	\$543,933.08	\$543,933.03
Subtotal	\$0.00	\$1,087,866.16	\$1,087,866.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$410,812.62	\$410,812.62
	2022	\$0.00	\$410,812.62	\$410,812.62
	Subtotal	\$0.00	\$821,625.24	\$821,625.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$322,872.79	\$322,872.79
	2022	\$0.00	\$322,872.79	\$322,872.79
	Subtotal	\$0.00	\$645,745.58	\$645,745.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$439,824.97	\$439,824.97
	2022	\$0.00	\$439,824.97	\$439,824.97
	Subtotal	\$0.00	\$879,649.94	\$879,649.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$567,983.21	\$567,983.21
	2022	\$0.00	\$567,983.21	\$567,983.21
	Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

**Tri-County Community Action Program, Inc. (Vendor # 177125)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$188,186.80	\$188,186.80
	2022	\$0.00	\$188,186.80	\$188,186.80
	Subtotal	\$0.00	\$376,373.60	\$376,373.60

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$25,000.00	\$25,000.00
	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$0.00	\$50,000.00	\$50,000.00

**Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$175,170.00	\$175,170.00
	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$0.00	\$350,340.00	\$350,340.00

<b>Grand Total SFY21</b>	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Grand Total SFY22</b>	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Total Contract</b>		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9561 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
 IIIIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$7,452,788.01	\$7,452,788.01
545-500387	I & R Contracts	2021	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2021	\$0.00	\$418,000.00	\$418,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$7,452,788.01	\$7,452,788.01
545-500387	I & R Contracts	2022	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$0.00	\$6,043,314.02	\$6,043,314.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT  
 (100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$75,000.00	\$75,000.00
107-500731	Contracts for Program Services	2022	\$0.00	\$75,000.00	\$75,000.00
	Subtotal		\$0.00	\$150,000.00	\$150,000.00

05-95-48-482010-8970 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$87,385.00	\$87,385.00
107-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,385.00	\$87,385.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES,  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$173,170.00	\$173,170.00
107-500731	Contracts for Program Services	2022	\$0.00	\$173,170.00	\$173,170.00
	Subtotal		\$0.00	\$346,340.00	\$346,340.00

Grand Total SFY21	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SFY22	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Contract		\$0.00	\$6,443,554.02	\$6,443,554.02

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Monadnock Collaborative ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as approved by the Governor on December 30, 2020 and presented to Executive Council as an Informational Item on February 17, 2021, (item #A), and most recently amended with Governor and Council approval on June 1, 2022, (item #20), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation, and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,589,277.42
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #2, Article 2.8.1.2.2. through Subparagraph 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Tualta for the required criteria to meet the requirement as the education curriculum for the site;2.8.1.3. The Contractor shall facilitate:
  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Tualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.4. through 2.8.1.4.3. to read:  
2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:

MU



- 2.8.1.4.1 Care Companion (within Trualta);
  - 2.8.1.4.2 Peer support; or
  - 2.8.1.4.3 A peer mentor.
6. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.7. to read:
- 2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;
7. Add Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.17 through 2.8.1.18 to read:
- 2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.
    - 2.8.1.17.1 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.
  - 2.8.1.18. Reserved
8. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.3 through Article 2.8.3.4 to read:
- 2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:
    - 2.8.3.3.1. A face-to-face meeting with community partners;
    - 2.8.3.3.2. Outreach and education via a booth or exhibit at an event;
    - 2.8.3.3.3. An enrollment event, or
    - 2.8.3.3.4. An interactive web presentation.
9. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:
- 2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:
    - 2.8.3.4.1. Town offices;
    - 2.8.3.4.2. Housing sites;
    - 2.8.3.4.3. Home health agencies;
    - 2.8.3.4.4. Faith-based Communities and parish nurses;
    - 2.8.3.4.5. Public libraries;
    - 2.8.3.4.6. Fuel assistance agencies;
    - 2.8.3.4.7. Hospital public affairs managers;
    - 2.8.3.4.8. Pharmacies;
    - 2.8.3.4.9. Medical practices and
    - 2.8.3.4.10. Other Community Partners.
10. Modify Exhibit B Scope of Services Amendment #2, Paragraphs 3.5.1., through 3.5.3. to read:
- 3.5.1. Reserved.
  - 3.5.2. Reserved.

3.5.3. Reserved.

11. Modify Exhibit B Scope of Services Amendment #2, Paragraph 4.2.2. through 4.2.4. to read:

4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP, SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

12. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.

13. Modify Exhibit C-3 Amendment #2 Budget in its entirety with Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit C-4 Amendment #2 Budget in its entirety with Exhibit C-4 Amendment #3 Budget, 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

3/31/2023

Date

DocuSigned by:

Melissa Hardy

1323A3109DF405

Name: Melissa Hardy

Title: Director, DLTSS

Monadnock Collaborative

3/31/2023

Date

DocuSigned by:

Madeline Ullrich

05B487CEF23E401

Name: Madeline Ullrich

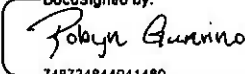
Title: Interim Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

4/3/2023

Date

DocuSigned by:  
  
748734844941480  
Name: Robyn Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

New Hampshire Department of Health and Human Services	
Complete one budget form for each budget period.	
Contractor Name: <u>Monadnock Collaborative</u>	
Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u>	
Budget Period: <u>7/1/2022-6/30/2023</u>	
Indirect Cost Rate (if applicable): <u>10.50%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$376,892
2. Fringe Benefits	\$79,618
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$10,064
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$5,500
6. Travel	\$5,500
7. Software	
8. (a) Other - Marketing/Communications including Bus Wrap	\$4,318
8. (b) Other - Education and Training	\$3,500
8. (c) Other - Other (specify below)	
Other: <u>Occupancy (rent)</u>	\$33,476
Other: <u>equipment replacements (computers, printers)</u>	\$14,000
Other: <u>insurance (liability &amp; contents)</u>	\$7,500
Other: <u>audit &amp; legal, Postage, Telephone (desk &amp; cell)</u>	\$21,900
9. Subrecipient Contracts IT Services	\$13,000
<b>Total Direct Costs</b>	<b>\$575,368</b>
<b>Total Indirect Costs</b>	<b>\$48,615</b>
<b>TOTAL</b>	<b>\$623,983</b>

Contractor Initials *ML*  
 Date 4.19.23

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Monadnock Collaborative</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>10.50%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$430,395
2. Fringe Benefits	\$85,135
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$38,635
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$5,500
6. Travel	\$7,000
7. Software	\$0
8. (a) Other - Marketing/Communications	\$7,074
8. (b) Other - Education and Training	\$4,600
8. (c) Other - Other (specify below)	
<i>Other (please specify) Audit &amp; Legal</i>	\$3,000
<i>Other (please specify) Insurance-liability &amp; contents</i>	\$7,500
<i>Other (please specify) Occupancy</i>	\$35,714
<i>Other (please specify) Postage, Equip Maintenance, Phone</i>	\$22,900
9. Subrecipient Contracts - IT Support (True North Networks)	\$13,000
<b>Total Direct Costs</b>	<b>\$660,453</b>
<b>Total Indirect Costs</b>	<b>\$54,130</b>
<b>TOTAL</b>	<b>\$714,583</b>

Contractor Initials DS  
MU

Date 3/31/2023

# 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 MONADNOCK COLLABORATIVE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 06, 2001. 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: 379619

Certificate Number: 0006176254



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of March A.D. 2023.

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

David M. Scanlan  
Secretary of State

# 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 NH CARE COLLABORATIVE is a New Hampshire Trade Name registered to transact business in New Hampshire on August 13, 2021. 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: 878469

Certificate Number: 0006176252



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 28th day of March A.D. 2023.

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

David M. Scanlan  
Secretary of State



CERTIFICATE OF AUTHORITY

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

1. I am a duly elected Officer of MONADNOCK COLLABORATIVE, DBA NH CARE COLLABORATIVE  
(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 March 23, 2023 at which a quorum of the Directors/shareholders were present and voting.  
(Date)

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

is duly authorized on behalf of MONADNOCK COLLABORATIVE, DBA NH CARE COLLABORATIVE NH CARE COLLABORATIVE 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 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: 03/29/23

Beth Daniels  
Signature of Elected Officer  
Name: Beth Daniels  
Title: Board Treasurer



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/27/2023

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

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

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gifford NH 03247-7425	<b>CONTACT NAME:</b> Eleanor Spinazzola <b>PHONE (A/C, No, Ext):</b> (603) 293-2791 <b>FAX (A/C, No):</b> (603) 293-7188 <b>E-MAIL ADDRESS:</b> Eleanorspinazzola@esinsurance.net														
<b>INSURED</b> Monadnock Collaborative, DBA: NH Care Collaborative 25 Roxbury St Ste 106 Keene NH 03431	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Insurance Co</td> <td></td> </tr> <tr> <td>INSURER B: Security National Insurance Company</td> <td style="text-align: center;">19879</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 Co		INSURER B: Security National Insurance Company	19879	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**                      **CERTIFICATE NUMBER: 23**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK2511015	02/01/2023	02/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2511015	02/01/2023	02/01/2024	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB848837	02/01/2023	02/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SWC1392906	07/01/2022	07/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

<b>CERTIFICATE HOLDER</b>  State of New Hampshire Department of Health & Human Services 129 Pleasant Street  Concord NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## NH Care Collaborative

### Mission Statement

NH Care Collaborative fosters personal choice by educating and empowering individuals in our communities to navigate and connect with resources so they may live dignified and fulfilled lives.

# Financial Statements

## MONADNOCK COLLABORATIVE

FOR THE YEARS ENDED  
JUNE 30, 2022 AND 2021  
AND  
INDEPENDENT AUDITORS' REPORT

*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

**MONADNOCK COLLABORATIVE**

**FINANCIAL STATEMENTS**

**JUNE 30, 2022 AND 2021**

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Statement of Functional Expenses	5
Statements of Cash Flows	6
Notes to Financial Statements	7 - 12

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Monadnock Collaborative

### ***Opinion***

We have audited the accompanying financial statements of Monadnock Collaborative (a New Hampshire nonprofit organization), which comprise the statement of financial position as of June 30, 2022 and 2021, and the related statements of activities and changes in net assets, statement of functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Monadnock Collaborative as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Monadnock Collaborative and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

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

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

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Monadnock Collaborative's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Monadnock Collaborative's ability to continue as a going concern for a reasonable period of time.

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

*Leone McDonnell's Roberts,  
Professional Association*

North Conway, New Hampshire  
November 2, 2022

**MONADNOCK COLLABORATIVE****STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2022 AND 2021****ASSETS**

	<u>2022</u>	<u>2021</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 666,632	\$ 573,877
Accounts receivable	357,808	166,309
Prepaid expenses	<u>21,703</u>	<u>59,540</u>
Total current assets	<u>1,046,143</u>	<u>799,726</u>
<b>PROPERTY AND EQUIPMENT</b>		
Equipment, furniture and fixtures	37,618	37,618
Leasehold improvements	24,750	-
Less accumulated depreciation	<u>(37,618)</u>	<u>(37,618)</u>
Total property and equipment	<u>24,750</u>	<u>-</u>
<b>NONCURRENT ASSETS</b>		
Security deposits	<u>4,505</u>	<u>4,210</u>
Total assets	<u>\$ 1,075,398</u>	<u>\$ 803,936</u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 11,963	\$ 965
Accrued salaries, wages and related expenses	<u>45,656</u>	<u>50,453</u>
Total current liabilities	57,619	51,418
<b>NET ASSETS</b>		
Net assets without donor restrictions	<u>1,017,779</u>	<u>752,518</u>
Total liabilities and net assets	<u>\$ 1,075,398</u>	<u>\$ 803,936</u>

See Notes to Financial Statements



**MONADNOCK COLLABORATIVE****STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
<b>REVENUE AND SUPPORT</b>		
Grants	\$ 2,457,419	\$ 1,959,995
Investment income	734	87
Other revenue and support	<u>127</u>	<u>9,493</u>
Total revenue and support	<u>2,458,280</u>	<u>1,969,575</u>
<b>EXPENSES</b>		
Program services	2,091,869	1,803,535
Management and general	<u>167,310</u>	<u>119,941</u>
Total expenses	<u>2,259,179</u>	<u>1,923,476</u>
<b>GAIN ON INVOLUNTARY CONVERSION OF ASSETS</b>	<u>66,160</u>	<u>25,000</u>
<b>INCREASE IN NET ASSETS</b>	265,261	71,099
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>752,518</u>	<u>681,419</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 1,017,779</u>	<u>\$ 752,518</u>

See Notes to Financial Statements

**MONADNOCK COLLABORATIVE****STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2022  
WITH COMPARATIVE TOTALS FOR 2021**

	<u>Program</u>	<u>Management and General</u>	<u>2022 Total</u>	<u>2021 Total</u>
<b>PERSONNEL COSTS</b>				
Salaries and wages	\$ 1,632,973	\$ -	\$ 1,632,973	\$ 1,272,101
Payroll taxes	136,659	-	136,659	102,926
Employee benefits	<u>123,352</u>	<u>21,891</u>	<u>145,243</u>	<u>166,186</u>
Total personnel costs	1,892,984	21,891	1,914,875	1,541,213
IT services and equipment	-	104,550	104,550	55,321
Telephone	50,255	-	50,255	39,845
Rent	42,386	-	42,386	70,786
Administrative expenses	41,228	-	41,228	6,968
Travel	29,899	-	29,899	1,961
Insurance	-	19,357	19,357	18,888
Subcontract services	-	14,135	14,135	34,286
Auditing	13,868	-	13,868	11,849
Office supplies	9,524	-	9,524	14,600
Development	9,496	-	9,496	5,860
Equipment rental	-	7,377	7,377	11,446
Postage	1,843	-	1,843	2,797
Advertising and marketing	386	-	386	75
Bad debt expense	-	-	-	107,000
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>581</u>
Total functional expenses	<u>\$ 2,091,869</u>	<u>\$ 167,310</u>	<u>\$ 2,259,179</u>	<u>\$ 1,923,476</u>

See Notes to Financial Statements

**MONADNOCK COLLABORATIVE****STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Increase in net assets	\$ 265,261	\$ 71,099
Adjustments to reconcile increase in net assets to net cash from operating activities:		
Gain on involuntary conversion of assets	(66,160)	(25,000)
Decrease (increase) in assets:		
Accounts receivable	(191,499)	(61,332)
Prepaid expenses	37,837	(35,789)
Security deposits	(295)	(1,880)
Increase (decrease) in liabilities:		
Accounts payable	10,998	(8,732)
Accrued salaries, wages and related expenses	(4,797)	1,495
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>51,345</u>	<u>(60,139)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Insurance proceeds for property impairment	66,160	25,000
Purchase of property	(24,750)	-
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>41,410</u>	<u>25,000</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	92,755	(35,139)
<b>CASH AT BEGINNING OF YEAR</b>	<u>573,877</u>	<u>609,016</u>
<b>CASH AT END OF YEAR</b>	<u>\$ 666,632</u>	<u>\$ 573,877</u>

See Notes to Financial Statements

**MONADNOCK COLLABORATIVE**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**General**

The Monadnock Collaborative (the Collaborative) is a not-for-profit corporation located in Keene, New Hampshire. The Collaborative's purpose is to support the efforts of local projects and initiatives aimed at identifying and addressing the unmet healthcare needs of residents in the Monadnock Region of New Hampshire. Major programs include information and referral, education, and service program management.

**Basis of Accounting**

The financial statements of the Collaborative have been prepared on the accrual basis of accounting.

**Basis of Presentation**

The financial statements of the Collaborative have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Collaborative 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 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 Collaborative. These net assets may be used at the discretion of the Collaborative'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 Collaborative or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

**Summarized Financial Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Collaborative's financial statements for the year ended June 30, 2021 from which the summarized information was derived.

## **MONADNOCK COLLABORATIVE**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022**

#### **Accounting Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **Functional Allocation of Expenses**

The costs of providing the various services 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.

#### **Advertising**

The Collaborative expenses advertising costs as incurred.

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

The Company's financial instruments consist of cash, trade receivables and payables. The carrying value for all such financial instruments, considering the terms, approximate fair value at June 30, 2022.

#### **Accounts receivable**

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding, after management has used reasonable collection efforts, are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be \$107,000 at June 30, 2022 and 2021. The Collaborative has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral.

#### **Accrued Earned Time**

The Collaborative has accrued a liability for future compensated absences that its employees have earned and which is vested with the employees.

#### **Refundable Advances**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are provided or costs are incurred.

## **MONADNOCK COLLABORATIVE**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022**

#### **Income Taxes**

The Collaborative is a nonprofit corporation exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Collaborative to be other than a private foundation.

The Collaborative follows FASB ASC Topic No. 740, Accounting for Uncertainty in Income Taxes, which requires them to report uncertain tax positions, related interest and penalties, and to adjust its assets and liabilities for unrecognized tax benefits and accrued interest and penalties accordingly. At June 30, 2022, the Collaborative determined they had no tax positions that did not meet the "more likely than not" standard of being sustained by tax authorities.

The Collaborative is no longer subject to examinations by the United States Federal or State tax authorities before 2018.

#### **Revenue Recognition**

Amounts received from conditional grants and contracts received for specific purposes are generally recognized as income to the extent that related expenses and conditions are incurred or met. Conditional grants received prior to the conditions being met are reported as refundable advances. Contributions of cash and other assets are reported as with donor restrictions if they are received with donor imposed stipulations that limit the use of the donated assets. However, if a restriction is fulfilled in the same period in which the contribution is received, the Collaborative reports the support as without donor restrictions.

#### **New Accounting Pronouncement**

In May 2014, FASB issued ASU 2014-09 (Topic 606) – Revenue from Contracts with Customers. The ASU and all subsequently issued clarifying ASUs replaced most existing revenue recognition guidance in U.S. GAAP. The ASU also requires expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue from cash flows arising from contracts with customers. The Collaborative adopted the new standard effective July 1, 2020, the first day of the Collaborative's fiscal year using the modified retrospective approach. The adoption did not result in a change to the accounting for any of the applicable revenue streams; as such, no cumulative effect adjustment was recorded. See revenue recognition policy above.

## **2. CONCENTRATION OF RISK**

The Collaborative maintains cash balances that, at times, may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at June 30, 2022. The Collaborative has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts. There were no uninsured cash balances at June 30, 2022.

**MONADNOCK COLLABORATIVE**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

For the year ended June 30, 2022, approximately 98% of the total revenue was derived from grants from federal, state and other sources. The future existence of the Collaborative is dependent upon continued support from grant sources.

**3. PROPERTY AND EQUIPMENT**

Property is stated at cost or fair value at date of donation. Material assets with a useful life in excess of one year are capitalized. The Collaborative depreciates the assets using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Equipment, furniture and fixtures	3 - 10 Years
Leasehold improvements	20 Years

Expenditures for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

**4. LEASE COMMITMENTS**

The Collaborative had entered into two rental lease agreements to rent office space. Rent expense under these agreements aggregated \$42,386 for the year ended June 30, 2022.

In May 2022, the Collaborative entered into a lease agreement to rent office space with a term of twenty years. The annual lease expense in year one totals \$37,607 and will increase by 1% per year for the next twenty years. As part of the lease agreement, the Collaborative has agreed to contribute toward the construction costs in the amount of \$309,000. The contribution will be paid in three installments; \$21,000 with the signing of the lease, \$100,000 upon signing of the construction contract, and \$100,000 upon completion of the construction work. As of June 30, 2022, the Collaborative has paid the \$21,000 which is included in leasehold improvements on the Statement of Financial Position.

**5. RETIREMENT PLAN**

During 2018 the Collaborative initiated a tax-sheltered annuity plan under the provisions of Section 403(b) of the internal Revenue Code. All employees who have had at least 30 days of service to the Collaborative are eligible to contribute to the plan.

**MONADNOCK COLLABORATIVE****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022****6. COMMITMENTS AND CONTINGENCIES**

The Collaborative receives funding under various state and federal grants. Under the terms of these grants, the Collaborative is required to use the money within the grant period for purposes specified in the grant proposal. If expenditures for the grant were found not to have been made in compliance with the proposal, the Collaborative may be required to repay the grantor's funds.

**7. LIQUIDITY AND AVAILABILITY**

The following represents the Collaborative's financial assets as of June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Financial assets at year end:		
Cash	\$ 666,632	\$ 573,087
Accounts receivable	<u>357,808</u>	<u>166,309</u>
Total financial assets	1,024,440	739,396
Less amounts not available to be used within one year:		
Security deposits	<u>4,505</u>	<u>4,210</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 1,019,935</u>	<u>\$ 735,186</u>

It is the Collaborative's goal to maintain financial assets to meet 30 days of operating expenses which is approximately \$188,000 and \$160,000, at June 30, 2022 and 2021, respectively.

**8. INVOLUNTARY CONVERSION**

In April 2021, the Collaborative sustained damage from a fire. Damage was recoverable through insurance and the Collaborative received \$66,160 and \$25,000 during the years ended June 30, 2022 and 2021, respectively that is recorded in the Statement of Activities as a gain on involuntary conversion.



**MONADNOCK COLLABORATIVE**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**9. 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 November 2, 2022, the date the financial statements were available for issuance.

**10. RECLASSIFICATIONS**

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

**11. OTHER EVENTS**

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Collaborative. The significance of the impact of these disruptions, including the extent of their adverse impact on the Collaborative's financial and operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic. The COVID-19 impact on the capital markets could also impact the Collaborative's cost of borrowing. There are certain limitations on the Collaborative's ability to mitigate the adverse financial impact of these items.



**NH CARE COLLABORATIVE**  
**Board of Directors**  
**2023**

***Joshua Meehan, Chair***

***Chris Coates, Vice-Chair***

***Beth Daniels, Treasurer***

***Mary-Anne Wisell, Secretary***

***Shawn V. LaFrance, MSUP, MPH***

***Maura McQueeney***

## MADELINE ULLRICH

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### PROFILE:

- \* Excellent organization and administrative skills
- \* Detail oriented, but able to see the bigger picture.
- \* Self-starter, independent worker, team player
- \* Proficient in short and long term goal planning
- \* Strong program development skills

### WORK HISTORY:

08/22 – Present: EXECUTIVE DIRECTOR

06/21 – 07/22: INTERIM EXECUTIVE DIRECTOR, MONADNOCK COLLABORATIVE  
**Monadnock Collaborative**, Keene, NH 03431

- Assumes all planning and day-to-day activities of a non-profit health and social services agency in two NH locations.
- Works with CFO to administer fiscal management and budget.
- Develops and strengthens community relations
- Guides Board of Directors through strategic planning process to establish organizational goals and objectives.
- Directly and indirectly supervises a staff of 27.
- Oversees and remains current on all required law and compliance pertaining to human resources and clients.

03/18 - 06/21: PROGRAM MANAGER, PILOT HEALTH

**Monadnock Collaborative**, Keene, NH 03431

Job Summary: Create a supportive environment, oversee daily program operations, monitor for maximum quality assurance and maintain state reporting requirements. Community outreach on a local and state level. Assign, monitor and supervise 9 Care Coordinators w/case load assignments that average 38 participants per CC. Develop program policies and training protocol. Monitor proposed legislation, regulations, or rule changes to determine how agency services could be impacted.

01/09 to 03/18: CARE MANAGER,

**Crotched Mountain Community Care**, Portsmouth, NH 03047

Job Summary: As a care manager, I coordinate support services for, the elderly and those with chronic health problems so that they can remain living independently in their own home. I provide on-going assessment for level of care and safety, develop a personalized plan of care and contract with vendors to provide in-home supports. I also navigate the Medicaid/Medicare system, write mini grants, and maintain on-going communication between client, family, and supports.

11/07 - 12/08: DIRECTOR, MONADNOCK FAMILY RESOURCE CENTER  
**Monadnock Family Services**, 310 Marlboro Street, Keene, NH 03431 (603) 357-4400

Job Summary: The Resource Center was a collaboration of five prevention programs at Monadnock Family Services. My responsibilities included supervising program coordinators and staff, writing/administering grants/state contracts, marketing, community outreach and collaboration on both the local and state level, and managed a budget of approximately \$450,000.

02/03 - 10/07: SUPERVISOR, COMMUNITY SUPPORT FOR FAMILIES  
**Monadnock Family Services**, 310 Marlboro Street, Keene, NH 03431 (603) 357-4400

Job Summary: As the Supervisor I was responsible for overall program development, grant monitoring, promotion and community relations. I hired and assigned staff who provided services within the Family Support , BabyTime and FamilyTime programs.

1/92 - 12/08: FOUNDER  
**All-R-Kids Supervised Visitation Center**, 24 Vernon Street, Keene, NH 03431

Job Summary: Recognizing a need in the community, I designed and developed the ARK center. It was the first center in the State of NH and one of the first in the country. This project started out as a volunteer effort on my part and encompassed all areas of non-profit management. The center provided a safe and confidential space for families during parent/child supervised visits or exchanges in cases of domestic violence, child abuse and neglect. The center when I left in 2008 was fully staffed and had a budget of approximately \$100,000.

**EDUCATION:**

Keene State College, Keene, NH (1977 - 1981) Bachelor of Science in Education  
Keene State College: Certification in Non-Profit Management (11/93)

**COMMUNITY INVOLVEMENT:**

Westmoreland School Board  
Monadnock Area Artisan Association Workshop Committee (2012 - Present)  
Keene Art Walk Program Coordinator (2015 - Present)

**AWARDS:**

Special recognition from the Division for Children, Youth, and Families  
Rotary Club Community Service Certificate  
Foster Parent Association Recognition Award

**REFERENCES AVAILABLE UPON REQUEST**

# Catherine Teague Martinez Coconubo

## Objective

To use my experience, knowledge, and passion of working with vulnerable populations to support participants in their path to wellness.

## Skills

Case management  
Organization  
Active Listening  
Self-care  
Cultural Competency  
Empathy  
Communication

## Education

Wheaton College  
B.A Psychology  
2007-2011

California University of PA  
Master of Social Work  
2022-Present

## Volunteer

Advisory Committee, AUCP, 2022  
Wellness Committee, AUCP,  
2022

## Work Experience

Site Supervisor/Options Counselor/ServiceLink  
2022-Present

### Lead Service Coordinator/ Alleghenies United Cerebral Palsy 2021-2022

- Complete monthly supervision with staff
- Organize and facilitate weekly team meetings
- Provide training to all staff regarding change in policies and procedures

### Service Coordinator/Alleghenies United Cerebral Palsy 2020-2021

- Service coordination of caseload of 75 members through PA Medicaid funded program, Community Health Choices
- Work with nursing facility clinically eligible participants to ensure services needed in the home are authorized and coordinated
- Assess members annually for level of need and to coordinate services, which include coordinating reception of durable medical equipment, home modifications, vehicle modifications, skilled nursing referrals, and other case management needs

### In-Home Specialist/ Family Resources 2019-2020

- Provide in-home services to families with open case with OCYF
- Create and implement treatment plan to meet OCYF goals
- Complete internal and external referrals for parenting supports, mental health services, family-based counseling, and substance use disorder programs

### Housing Advocate/ Families in Transition 2017-2019

- Provide case management to families transitioning out of homelessness through transitional and permanent housing program
- Use trauma informed care and a strength-based approach in case management meetings and community events
- De-escalate heightened individuals using de-escalation skills and crisis prevention intervention
- Communicate effectively with community landlords to set up payment of unit, inspection according to federal standards, and troubleshoot tenant concerns

### Employment Program Navigator/ Families in Transition 2015-2017

- Employment focused case management connecting residents to state and federal employment programs
- Liaison to agencies including Vocational Rehabilitation, Job Corps, WIOA, Work Ready NH, and the NH Employment Program
- Liaison to the Housing Advocate Team, providing monthly updates on employment agencies and education regarding systems and how to connect their participants
- Co-lead trainings with the Director of Housing and Supportive Services on the connection between Homelessness, Housing and Employment

## **Elyse Adams**

### **Objective**

I am interested in obtaining a challenging and fulfilling position in Human Service.

### **Abilities**

- Microsoft Office
  - Word – Intermediate
  - Excel – Intermediate – including basic formulas and file matching
  - Publisher- Intermediate
  - Outlook- Intermediate
  - Access- Beginner
- Navigate & Refer 7- Data entry system
- New Heights- State of NH DHHS system

### **Employment History**

#### **Site Supervisor**

##### ***Monadnock ServiceLink***

3/2/2020 to Current Monadnock Collaborative

Keene, NH

- Perform in leadership capacity, to help promote the ServiceLink Program and motivate staff.
- Provide individual supervision to designated staff.
- Assist with staffing/scheduling. Assure adequate daily coverage.
- Identify issues, concerns and opportunities and report back to Program Director. Provide feedback/possible solution.
- Trouble shoot Refer 7 system and IT issues. Update Agency profiles in Refer 7 database.
- Provide/coordinate person-centered and timely first contact with consumers who contact program by phone, email or walk-in.
- Provide information and referrals by establishing contact with the consumer, assessing the individual's long and short term needs, identifying resources to meet those needs, providing a referral to identified resources, and, where appropriate, following up to ensure that a consumer's needs have been met;
- Provide/coordinate assistance to consumers in following through on application processes, including Social Security, APTD, Housing Assistance, LIS, QMBY/SLMBY, if other support with this work is not available;
- Work in collaboration with NH DHHS and community partners to keep database of resources up to date;
- Assure all client electronic records are maintained accurately by following Network standards for the use of Refer7;
- Assist with compiling data for reports as requested by ServiceLink Program Director;
- Appropriately coordinate consumer referral and follow up with specialized options counseling provided by members of ServiceLink team or appropriate community partners;
- Coordinate and provide community education sessions in conjunction with or at request of ServiceLink Program Director.
- Perform other duties as assigned by SLRC Program Director that will assist with Resource Center team functions.

#### **Participant Directed Services Coordinator**

##### ***Monadnock ServiceLink***

11/2015 to 8/9/2021 Monadnock Collaborative

Keene, NH

- Provide consumers and community partners with information and assistance related to applying for NH VDC as well as other Veteran Benefits and Services
- Act as primary contact with VA Medical Centers that serve Veterans in the region
- Use person centered options counseling methods for consumers in addition to supported referral
- Follow protocol for implementing the VDC program, including tracking data
- Create action plans through assessment and person centered planning for veteran and his/her family
- Work with contracted fiscal intermediary to ensure that payment for services and staff employed are completed in a timely fashion.
- Work with team and community to maintain up to date information and contacts regarding veterans
- Work with service providers to raise awareness about NH VDC as well as other VA, state, and community services for Veterans
- Maintain SHIP and SMP certification to allow for one on one meetings with Medicare eligible individuals
- Provide one on one Medicare appointments
- Coordinate and supervise interns; to include schedule and training
- Coordinate the implementation of the NH Family Caregiver Support Program (NHFCSP)
- Track NHFCSP grant funds for three different sources, and about 50 caregivers
- Provide training on the Refer Data System for all staff
- Provide Long Term Care supports to include application assistance for the NH State Medicaid Waiver program
- Provide reporting assistance to Program Director for Federal and State reports

### **Program Assistant**

03/2012-11/2015 Monadnock Collaborative

Keene, NH

- Logistics- Organizing and arranging food and location for events
- Participating in meetings with community members
- Working with the Regional Network of Substance Misuse Leadership Team
- Entering data into database
- Making connections with people in the Monadnock Region
- Contacting partners, coalition members, community members, and service providers through direct contact, email, or phone calls
- Taking meeting minutes
- Organizing and copying material for distribution
- Organizing and creating media advertisements and press releases
- Filing all paperwork, data collections, and handouts
- Assist Regional Substance Misuse Coordinator with Strategic Planning process
- Maintenance of Facebook, Twitter, and web page
- Assisting in grant writing process
- Gather materials for grant reimbursement
- Budget invoicing
- Media development

### **NE Scheduler/ Logistics Coordinator**

02/2006-4/2009 C&S Wholesale Grocers

Keene, NH

- Scheduled appointments for 3rd party carriers into the various warehouses
- Appointed carriers into warehouses using on-line data entry in Retalixtraffic.com through phone calls and web (email) requests
- Maintained a record of all calls in Excel
- Received 60-120 calls per day with the heavier volume during the holidays or when covering for personnel out of the office

- Contacted and rescheduled carriers when a warehouse was too full by scheduling another appointment in a different warehouse or hired storage facility
- Created Purchase Orders for products going from one C&S warehouse to another C&S warehouse
- Created and maintained the transportation log for all purchase orders daily and week
- Assisted the Supervisor with the creation of reporting spreadsheets for the department Vice President

### **Educational History**

<b>Completion Date</b>	<b>Issuing Institution</b>	<b>Qualification</b>	<b>Course of Study</b>
06/2004	Monadnock Regional High School	High School Diploma	General high school curriculum
04/2012	Axia University of Phoenix	Associates of Arts	Human Service Management
06/2013	NH Providers Association	Certificate	Grant Writing
10/2016	Axia University of Phoenix	Bachelors of Science	Psychology
10/2016	State of NH, DHHS, BEAS	SHIP and SMP Counselor Certification	Medicare
5/2017	Alliance of Information and Referral Systems	Certification	Referral Services
4/2021	Bureau of Elderly & Adult Services of New Hampshire	Certification	Person Centered Options Counselor



## Resume

Richard J. Skeels

### Experience

July, 2015 - Present

CFO – Monadnock Collaborative dba NH Care Collaborative, Keene, NH

Provide financial management, budgeting work, audit preparation, Federal and State filings, and supervision of bookkeeping function.

May, 1996 – Dec., 2014

CFO – Home Healthcare, Hospice & Community Services, Keene, NH

Provided primary financial leadership for management, staff, and Board of Directors of a large non-profit organization in Southwestern New Hampshire. Provided audit coordination and responses, state contract compliance, Medicare reporting, accounts receivables management and budgeting work for managers and agency leadership. Supervised accounting, payroll, payables, state billing staff, accounts receivable staff, and Information System

Sept., 1983 – May, 1996

CFO – Healthcare and Rehabilitation Services of Southeastern Vermont, Bellows Falls, VT

Responsible for all financial management functions of a community mental health center. Budgeting, accounting, information systems, financial reporting, receivables management, and coordination with State contracting staff were primary activities.

1980 – 1983

Budget Analyst – Raytheon Company, Sudbury, Mass.

Responsible for monitoring and reporting activity related to various contracts within the computer section of the Equipment Development Lab. Also provided budget and other administrative support to the Marketing Department.

1977 – 1980 Contract Officer – Dept. of Mental Health, Central Mass. Region, Shrewsbury, Mass.

1975 – 1977 Alternative School Education Coordinator, Milford Assistance Program, Milford, Mass

### Education:

MBA Boston College, 1983, BA Clark University, 1971

**CONTRACTOR NAME**

Key Personnel

NH Care Collaborative		Monadnock Region & Sullivan County		
Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Madeline Ullrich	Executive Director	73,800	18%	13,284
Catherine Teague Martinez Coconubo	Sullivan County Service Link Site Manager	44,850	100%	44,850
Elyse Adams	Monadnock Region Site Manager	48,750	80%	39,000
Richard Skeels	CFO – part-time	35,100	0%	0

MAY17'22 PM 3:25 RCVD



Lori A. Sibillette  
Commissioner

Melissa A. Hardy  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 6, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,476.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Frankestown,	\$834,693.24	\$821,626	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

		Greenfield, Greenville, Hancock,  Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$849,130.58	\$645,746	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,436,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,506,928.02</b>	<b>\$6,612,983</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, 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.

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

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) 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) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 80MP0176-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shabinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Note: "Grants for P.A.& R." - Grants for Public Assistance and Relief

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$441,715.44	\$440,736.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$824,865.24	\$821,626.00	\$1,646,491.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
		Subtotal	\$646,585.58	\$645,746.00	\$1,292,331.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$880,969.94	\$879,650.00	\$1,760,619.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$1,137,286.42	\$1,195,393.00	\$2,332,679.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Svcs	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$376,733.60	\$376,374.00	\$753,107.60

Total 9565	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Total 3317	\$50,000.00	\$50,000.00	\$100,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

Total 2164	\$262,755.00	\$350,340.00	\$613,095.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00



ServiceLink Aging and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>	<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

<b>Total 2638</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$332,937.82	\$0.00	\$332,937.82
2022	\$327,615.82	\$0.00	\$327,615.82
2023	\$0.00	\$327,616.00	\$327,616.00
2024	\$0.00	\$327,616.00	\$327,616.00
Subtotal	\$660,553.64	\$655,232.00	\$1,315,785.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$224,246.72	\$0.00	\$224,246.72
2022	\$220,377.72	\$0.00	\$220,377.72
2023	\$0.00	\$220,378.00	\$220,378.00
2024	\$0.00	\$220,378.00	\$220,378.00
Subtotal	\$444,624.44	\$440,756.00	\$885,380.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$554,579.08	\$0.00	\$554,579.08
2022	\$543,933.08	\$0.00	\$543,933.08
2023	\$0.00	\$543,933.00	\$543,933.00
2024	\$0.00	\$543,933.00	\$543,933.00
Subtotal	\$1,098,512.16	\$1,087,866.00	\$2,186,378.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$423,880.62	\$0.00	\$423,880.62
2022	\$410,812.62	\$0.00	\$410,812.62
2023	\$0.00	\$410,813.00	\$410,813.00
2024	\$0.00	\$410,813.00	\$410,813.00
Subtotal	\$834,693.24	\$821,626.00	\$1,656,319.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$326,257.79	\$0.00	\$326,257.79
2022	\$322,872.79	\$0.00	\$322,872.79
2023	\$0.00	\$322,873.00	\$322,873.00
2024	\$0.00	\$322,873.00	\$322,873.00
Subtotal	\$649,130.58	\$645,746.00	\$1,294,876.58

Lakes Region Partnership for Public Health (Vendor # 165635)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$445,142.97	\$0.00	\$445,142.97
2022	\$454,824.97	\$0.00	\$454,824.97
2023	\$0.00	\$444,825.00	\$444,825.00
2024	\$0.00	\$444,825.00	\$444,825.00
Subtotal	\$899,967.94	\$889,650.00	\$1,789,617.94

Monadnock Collaborative (Vendor # 159303)

State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2021	\$573,301.21	\$0.00	\$573,301.21
2022	\$567,983.21	\$59,427.00	\$627,410.21
2023	\$0.00	\$567,983.00	\$567,983.00
2024	\$0.00	\$567,983.00	\$567,983.00
Subtotal	\$1,141,284.42	\$1,195,393.00	\$2,336,677.42

ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$50,000.00	\$50,000.00	\$100,000.00

ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHHP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS  
(85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." - Grants for Public Assistance and Relief

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Monadnock Collaborative d/b/a NH Care Collaborative ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A, Paragraph 3.3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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 1.3, Contractor Name, to read:  
Monadnock Collaborative d/b/a NH Care Collaborative
2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2024
3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$2,436,677.42
4. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services, in order to correct various scribes' errors and align scope with necessary services, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds, as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR; 60% Federal Funds, 40% General Funds.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III E (CFDA #93.052), FAIN: 21AANHT3FC; 75% Federal Funds, 25% General Funds,
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID; 50% Federal Funds, 50% General Funds,
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03; 100% Federal Funds,

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MJ

- 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04; 100% Federal Funds,
  - 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00; 100% Federal Funds,
  - 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10; 100% Federal Funds,
  - 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III; 100% Federal Funds,
  - 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B; 85% Federal Funds, 15% General Funds,
- 1.2 42.77% General funds.
6. 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 item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #2, Budget.
7. Modify Exhibit C, Payment Terms, Section 4, to read:
- 4. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
    - 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
    - 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
    - 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.
8. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:
- 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
9. Add Exhibit C-3 Amendment #2 Budget, which is attached hereto and incorporated by reference herein.
10. Add Exhibit C-4 Amendment #2 Budget, 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

5/13/2022  
Date

DocuSigned by:  
*Melissa Hardy*  
Name: Melissa Hardy  
Title: Director, DLTSS

Monadnock Collaborative d/b/a NH Care Collaborative

5/9/2022  
Date

DocuSigned by:  
*Madeline Ulbrich*  
Name: Madeline Ulbrich  
Title: Interim Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/13/2022  
Date

DocuSigned by:  
*Robin Guarino*

Name: Robin Guarino  
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Cheshire County, Sullivan County, Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County.
- 1.5. The Contractor shall provide State Health Insurance Assistance Program (SHIP) training, Senior Medicare Patrol (SMP) training, and Medicare Information for Patients and Providers (MIPPA) training to ServiceLink contractors, statewide, to ensure each location has a minimum of one (1) SHIP/SMP/MIPPA certified counselor.
- 1.6. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.6.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.6.2. Promote awareness of the various options available to people in their community.
  - 1.6.3. Refer individuals to needed services.
  - 1.6.4. Provide person-centered one-on-one assistance and decision support to individuals.

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- 1.6.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.
- 1.6.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.
- 1.6.7. Serve all adults regardless of physical, intellectual or developmental disability or mental illness.
- 1.6.8. Provide information regarding community-based long-term supports and services.
- 1.6.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:

- 2.1.1.1. Operate as an independent program.
- 2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.
- 2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.
- 2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.

2.1.2. The Contractor shall occupy an independent office space that, at a minimum:

- 2.1.2.1. Is an easily accessible area and location.
- 2.1.2.2. Meets all applicable state and local building rules and ordinances.
- 2.1.2.3. Has sufficient space that includes, but is not limited to:
  - 2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.
  - 2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.

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- 2.1.2.4. Has barrier-free/handicap access.
- 2.1.2.5. Has appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:
  - 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.
  - 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.
    - 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.

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- 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include, but are not limited to:
  - 2.1.4.3.1. State or regional hospitals.
  - 2.1.4.3.2. Senior centers.
  - 2.1.4.3.3. Physician practices.
  - 2.1.4.3.4. Home health agencies.
  - 2.1.4.3.5. Community mental health centers.
  - 2.1.4.3.6. Municipal health and welfare providers.
  - 2.1.4.3.7. Brain Injury Associations.
  - 2.1.4.3.8. Centers for Independent Living.
  - 2.1.4.3.9. Department of Military Affairs and Veteran Services.
  - 2.1.4.3.10. Adult Protective Services.
  - 2.1.4.3.11. Information and referral/2-1-1 programs.
  - 2.1.4.3.12. Regional Public Health Networks.
  - 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.
  - 2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contractor shall:
    - 2.2.2.1. Utilize the Department's approved survey tool;

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- 2.2.2.2. Distribute the survey to consumers as directed by the Department;
  - 2.2.2.3. Collect completed surveys, as applicable; and
  - 2.2.2.4. Enter each completed survey into an online database as directed by the Department.
- 2.3. Outreach and Education
- 2.3.1. The Contractor shall deliver outreach and education services to promote ServiceLink services.
  - 2.3.2. The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.
  - 2.3.3. The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.
  - 2.3.4. The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:
    - 2.3.4.1. Faith Based Communities and/or Parish Nurses.
    - 2.3.4.2. The Social Security Administration.
    - 2.3.4.3. Low income housing sites.
    - 2.3.4.4. Senior Centers.
  - 2.3.5. The Contractor shall implement the Department-approved outreach and marketing plan, which includes, but is not limited to:
    - 2.3.5.1. A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.
    - 2.3.5.2. Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.
    - 2.3.5.3. Strategies to assess the effectiveness of outreach and marketing activities.

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- 2.3.5.4. Feedback loops to monitor and modify outreach and marketing activities as needed.
- 2.3.6. The Contractor shall conduct an advertising campaign, which may include, but is not limited to, purchase of bus wraps and/or billboards space, funds of which must be expended no later than August 31, 2022.
- 2.4. Training
  - 2.4.1. The Contractor shall ensure all staff, including but not limited to the site manager, receive training within one (1) year of hire, that includes, but is not limited to:
    - 2.4.1.1. Outreach and education trainings.
    - 2.4.1.2. Person-Centered Options Counseling training.
    - 2.4.1.3. Safeguarding the confidentiality of all clients, as required by state and federal laws.
    - 2.4.1.4. Alliance of Information and Referral Standards (AIRS) Certification training.
    - 2.4.1.5. SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.
    - 2.4.1.6. SMP Foundations training.
- 2.5. Information & Referral/Assistance Plan and Person-Centered Options Counseling
  - 2.5.1. The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:
    - 2.5.1.1. A description of all systematic processes to ensure consistent delivery of services.
    - 2.5.1.2. All services and resources available to the population of the geographic region.
  - 2.5.2. The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.
  - 2.5.3. The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.
  - 2.5.4. The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).
  - 2.5.5. The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.

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- 2.5.6. The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.
- 2.5.7. The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.
- 2.6. Specialized Care Transition Counseling and Support Services
  - 2.6.1. The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but not limited to nursing homes, rehabilitation facilities, and transitional housing settings.
  - 2.6.2. The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.
  - 2.6.3. The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:
    - 2.6.3.1. Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.
    - 2.6.3.2. Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:
      - 2.6.3.2.1. Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;
      - 2.6.3.2.2. Establish a process for identifying individuals and caregivers in need of transition support services;
      - 2.6.3.2.3. Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, and coordination;
      - 2.6.3.2.4. Perform consultation services for hospital staff regarding available LTSS in the community and

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- 2.6.3.2.5. Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations.
- 2.6.3.3. Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.
- 2.6.3.4. Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:
  - 2.6.3.4.1. Facilitating the coordination of services and supports needed for transition.
  - 2.6.3.4.2. Providing individuals with a safe and secure setting.
  - 2.6.3.4.3. Assisting in the prevention of hospital readmission.
- 2.6.4. The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1. Hospital and nursing home discharge planning meetings.
  - 2.6.4.2. Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3. Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4. Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5. Developing transition plans for clients and assisting individuals with finding and accessing home and community-based services according to the transition plan.
- 2.7. Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1. The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2. The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:



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- 2.7.2.1. Assisting individuals with determining appropriate payment and delivery of services.
  - 2.7.2.2. Providing individuals with financial assessment, as applicable.
  - 2.7.2.3. Assisting clients with accessing community-based LTSS programs.
  - 2.7.2.4. Developing processes for accessing public LTSS programs.
  - 2.7.2.5. Ensuring eligibility documents are completed and submitted to the Department.
  - 2.7.2.6. Collaborating with the Department to assess and determine client eligibility.
  - 2.7.2.7. Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
  - 2.7.2.8. Ensuring staff have access to and training on systems necessary to determine eligibility for services.
  - 2.7.2.9. Providing additional Person-Centered Options Counseling to individuals determined ineligible for LTSS, as appropriate.
  - 2.7.2.10. Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
  - 2.7.2.11. Complying with Department policies and procedures regarding the Medicaid eligibility determination process.
- 2.7.3. The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.

**2.8. Specialty Program Services**

**2.8.1. Family Caregiver Support Program Services**

2.8.1.1. The Contractor shall ensure staff maintain knowledge of current community resources.

2.8.1.2. The Contractor shall ensure:

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- 2.8.1.2.1. A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or
- 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.
- 2.8.1.3. The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis.
- 2.8.1.4. The Contractor shall facilitate caregiver support groups, as needed.
- 2.8.1.5. The Contractor shall collaborate with other caregiver support service agencies within the geographic area.
- 2.8.1.6. The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.
- 2.8.1.7. The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.
- 2.8.1.8. The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.
- 2.8.1.9. The Contractor shall participate in an annual program review as determined by the Department.
- 2.8.1.10. The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
- 2.8.1.11. The Contractor shall provide referrals and assistance with access to appropriate community resources.
- 2.8.1.12. The Contractor shall provide a minimum of bimonthly contract with the caregivers they support.
- 2.8.1.13. The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program:
  - 2.8.1.13.1. Are trained by a BEAS Designee; and

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- 2.8.1.13.2. Are monitored for progress within Program, including, but not limited to, remaining current on all Family Caregiver Support Program services, policies and procedures.
- 2.8.1.14. The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
- 2.8.1.15. The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
- 2.8.1.16. The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.
- 2.8.2. State Health Insurance Program (SHIP) Assistance
  - 2.8.2.1. The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.
  - 2.8.2.2. The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.
  - 2.8.2.3. The Contractor shall provide personalized counseling services.
  - 2.8.2.4. The Contractor shall provide targeted community outreach in order to:
    - 2.8.2.4.1. Increase consumer understanding of Medicare program benefits.
    - 2.8.2.4.2. Raise awareness of the opportunities for assistance with benefit and plan selection.
  - 2.8.2.5. The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:
    - 2.8.2.5.1. Assisting individuals with enrolling in appropriate benefit plans.
    - 2.8.2.5.2. Providing continued enrollment assistance in Medicare prescription drug coverage.
  - 2.8.2.6. The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.

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2.8.2.7. The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).

**2.8.3. Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services**

2.8.3.1. The Contractor shall educate the public on topics that include, but are not limited to:

- 2.8.3.1.1. Part D prescription drugs in rural areas.
- 2.8.3.1.2. Medicare preventative services.
- 2.8.3.1.3. Medicare cost savings, including low income subsidy and Medicare savings program.

2.8.3.2. The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.

2.8.3.3. The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month which includes, but is not limited to:

- 2.8.3.3.1. Mailing introductory letters regarding the program to agencies which may include, but are not limited to:
  - 2.8.3.3.1.1. Town offices.
  - 2.8.3.3.1.2. Housing sites.
  - 2.8.3.3.1.3. Home health agencies.
  - 2.8.3.3.1.4. Faith-based Communities and parish nurses.
  - 2.8.3.3.1.5. Public libraries.
  - 2.8.3.3.1.6. Fuel assistance agencies.
  - 2.8.3.3.1.7. Hospital public affairs managers.
  - 2.8.3.3.1.8. Pharmacies.
  - 2.8.3.3.1.9. Medical practices.
  - 2.8.3.3.1.10. Other community partners.

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- 2.8.3.3.2. Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served.
- 2.8.3.3.3. Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication.
- 2.8.3.3.4. Purchasing media in the local area.
- 2.8.3.4. The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).
- 2.8.4. Senior Medicare Patrol (SMP) Services
  - 2.8.4.1. The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals with Medicare.
  - 2.8.4.2. The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines, web-based strategies through local and statewide media channels and education outreach planning.
  - 2.8.4.3. The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.
  - 2.8.4.4. The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.
  - 2.8.4.5. The Contractor shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).
  - 2.8.4.6. The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services, through expanded partnerships and a network of trained volunteers.

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- 2.8.4.7. The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.
- 2.8.4.8. The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information; detect payment errors; and report questionable Medicare billing situations.
- 2.8.5. Veteran Directed Care (VDC)
  - 2.8.5.1. The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.
  - 2.8.5.2. The Contractor shall collaborate with and accept referrals from:
    - 2.8.5.2.1. The White River Junction Veterans Affairs Medical Center; and
    - 2.8.5.2.2. The Manchester Veterans Affairs Medical Center.
  - 2.8.5.3. The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
  - 2.8.5.4. The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
  - 2.8.5.5. The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
  - 2.8.5.6. The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying backup plans of support.
  - 2.8.5.7. The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
  - 2.8.5.8. The Contractor shall monitor veterans' budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.

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2.8.5.9. The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.

2.8.5.10. The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.

2.8.5.11. The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and its policies and processes, which includes, but is not limited to:

2.8.5.11.1. Monthly VDC calls.

2.8.5.11.2. VDC sponsored trainings.

2.8.5.11.3. VDC sponsored webinars.

2.8.5.12. The Contractor shall participate in VAMC quarterly program meetings.

2.8.5.13. The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

**2.8.6. Bureau of Housing Services Assessments**

2.8.6.1. The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**2.9. SHIP/SMP/MIPPA Training Services**

2.9.1. The Contractor shall provide SHIP/SMP/MIPPA training for ServiceLink contractors, statewide, on topics that include, but are not limited to:

2.9.1.1. Medicare eligibility and enrollment periods.

2.9.1.2. Medicare Parts A, B, C, and D benefits and coverage.

2.9.1.3. Medicare Supplement Plans and coverage options.

2.9.1.4. Long term care insurance.

2.9.1.5. Medicare Savings Programs.

2.9.1.6. Employer coverage versus Medicare coverage.

2.9.1.7. Tricare and Medicare.

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- 2.9.1.8. Medicaid programs and coordination with Medicare coverage.
- 2.9.1.9. Medicare fraud, errors and abuse.
- 2.9.1.10. Specific claims and billing issues.
- 2.9.1.11. Preventive Services.
- 2.9.1.12. Extra Help/Low Income Subsidy.
- 2.9.2. The Contractor shall train all SHIP/SMP/MIPPA ServiceLink staff on current reporting requirements, which include but are not limited to:
  - 2.9.2.1. Navigate/Refer 7.
  - 2.9.2.2. SHIP Tracking and Reporting System (STARS) Beneficiary Forms.
  - 2.9.2.3. STARS media, activity, education, outreach reporting directly to the STARS site.
  - 2.9.2.4. SMP Information Reporting System (SIRS) directly to the SIRS site.
- 2.9.3. The Contractor shall monitor all reporting areas in Subparagraph 2.9.2, above, on a monthly basis and make any necessary adjustments to ensure ServiceLink contractors are accurately reporting information regarding services provided.
- 2.9.4. The Contractor shall ensure all SHIP/SMP/MIPPA staff, including, but not limited to, counselors, volunteers and trainees, are current on training information by ensuring all SHIP/SMP/MIPPA ServiceLink staff:
  - 2.9.4.1. Participate in Centers for Medicare & Medicaid Services (CMS), Administration for Community Living (ACL), National Council on Aging (NCOA), and other Medicare-related webinars, conference calls, meetings and conferences as required or deemed appropriate.
  - 2.9.4.2. Solicit continuous communication from CMS, ACL, NCOA, the State SHIP/SMP/MIPPA Director, and the New Hampshire Insurance Department (NHID) to remain current on changes in policies, procedures and reporting requirements.
  - 2.9.4.3. Are provided with current Medicare materials for dissemination, including but not limited to updates to the Medicare Advantage Landscape of Plans for Part D and Part C, including all Excel spreadsheets.

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**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 2.9.5. The Contractor shall oversee the administration of the SHIP Online Counseling Certification Tool (OCCT) for ServiceLink SHIP Coordinators, new trainees, staff, and volunteers.
  - 2.9.6. The Contractor shall oversee and provide ServiceLink SHIP Coordinators, new trainees, staff, and volunteers access to the SIRS training and tracking system, TRAX.
  - 2.9.7. The Contractor shall be the subject matter expert for ServiceLink SHIP/MIPPA and SMP staff. The Contractor shall:
    - 2.9.7.1. Attend national and regional conferences related to SHIP/MIPPA and SMP;
    - 2.9.7.2. Attend local, regional trainings and webinars related to SHIP/MIPPA and SMP; and
    - 2.9.7.3. Work in partnership with the Department's SHIP/ MIPPA and SMP Program Director and all ServiceLink contractors.
  - 2.9.8. The Contractor shall work with the Department's SHIP/MIPPA and SMP Program Director, and other ServiceLink Contractors to coordinate and streamline training and certification activities for the SHIP/MIPPA and SMP Programs. The Contractor shall:
    - 2.9.8.1. Identify a liaison at each ServiceLink contractor to identify new trainees, staff and volunteers in need of training;
    - 2.9.8.2. Collaborate with the liaison to develop and implement a survey for training needs and the best form of communication to further advance training; and
    - 2.9.8.3. Coordinate with the liaison to provide updated local, regional and annual training offered to staff such duties may include, but are not limited to:
      - 2.9.8.3.1. Establishing an agenda for trainings.
      - 2.9.8.3.2. Assisting with necessary materials for trainings.
    - 2.9.8.4. Develop training material to ensure new and experienced staff meet SHIP and SMP certification requirements.
    - 2.9.8.5. Develop and share evaluation tools to confirm training is effective and beneficial.
    - 2.9.8.6. Develop and oversee the administration of the SHIP and SMP online certification tool, in compliance with ACL standards/rules.
    - 2.9.8.7. Educate all contracted staff in the usage of any online training modules and certification tools.

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- 2.9.8.8. Establish and monitor a tracking system for SHIP and SMP certifications for the ServiceLink contractors to ensure all staff are meeting and maintaining certification.
- 2.9.8.9. Disseminate all received SHIP/MIPPA and SMP material via multiple means, which may include but are not limited to:
  - 2.9.8.9.1. A monthly newsletter.
  - 2.9.8.9.2. Special Alerts.
  - 2.9.8.9.3. Face-to-face meetings.
  - 2.9.8.9.4. eStudio postings.
  - 2.9.8.9.5. Excel spreadsheets.
- 2.9.8.10. Designate a dedicated email address for SHIP/MIPPA and SMP liaisons to utilize in order to:
  - 2.9.8.10.1. Respond to inquiries pertaining to challenging training issues.
  - 2.9.8.10.2. Address any inquiries pertaining to certification concerns.
  - 2.9.8.10.3. Solicit current Medicare information and policy changes to best address beneficiary needs.
- 2.9.8.11. Coordinate with ServiceLink contractors for best practice materials that can be developed and shared with other staff to assist Medicare beneficiaries, upon Department's approval.
- 2.9.8.12. Ensure all training, certification, and SHIP/MIPPA and SMP material dissemination is completed in coordination with the Department's SHIP Program Director.
- 2.9.9. The Contractor shall begin collecting data on October 1 of each year, or as soon as the information is available, for the Medicare Advantage Landscape of Plans for Part D and Part C, and shall continue until all data is collected.
- 2.9.10. The Contractor shall inform the Department's SHIP Director and statewide ServiceLink contractors when changes in training occur.
- 2.9.11. The Contractor shall provide no less than four (4) daylong statewide trainings per contract year to include the fall "Medicare Update Training" that is coordinated with the Centers for Medicare and Medicaid Services (CMS).



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- 3.5.3. Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.
- 3.5.4. Expenditures and expenses for outreach activities.
- 3.5.5. Average annual income of caregivers including, but not limited to, those who:
  - 3.5.5.1. Receive grants;
  - 3.5.5.2. Receive training;
  - 3.5.5.3. Receive I & R supports;
  - 3.5.5.4. Receive counseling; or
  - 3.5.5.5. Participate in support groups.
- 3.6. The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
  - 3.6.1. Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.6.2. Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.6.3. Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.6.4. Enrollment Contacts – Percentage of unduplicated enrollment contacts with one or more qualifying enrollment topics discussed per total Medicare beneficiaries in the State.
- 3.7. The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
  - 3.7.1. Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.7.2. Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.7.3. The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.
- 3.8. The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.

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**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 3.9. The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.
- 3.10. The Contractor shall maintain a monthly training activity report that includes the following:
- 3.10.1. Training provided to ServiceLink sites.
  - 3.10.2. Names of certified SHIP and SMP counselors, staff, and volunteers at each ServiceLink site.
  - 3.10.3. Date of counselor's most recent certification.
  - 3.10.4. Hours of training attended during the month/per person.
  - 3.10.5. Trainings provided with detailed topics, along with the method in which they were delivered.
  - 3.10.6. Identified counselors' training needs and barriers.
  - 3.10.7. Post-training evaluation summaries and outcomes in eStudio.
- 3.11. The Contractor shall provide quarterly reports of the summary of statewide training activities which will include the following:
- 3.11.1. Total number of sites receiving training during the quarter;
  - 3.11.2. Total number of hours of training provided to all SHIP and SMP counselors.
  - 3.11.3. Total number of certified counselors statewide.
  - 3.11.4. Total number of new SHIP and SMP certified counselors during the quarter.
  - 3.11.5. Total number of trainings provided during the quarter.
  - 3.11.6. Topics of all trainings provided.
  - 3.11.7. A narrative providing a description of the following:
    - 3.11.7.1. Counselor accomplishments.
    - 3.11.7.2. Challenges.
    - 3.11.7.3. Plans to overcome challenges.

**4. Staffing**

- 4.1. The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
- 4.2. The Contractor shall provide staff as follows:
- 4.2.1. One (1) full-time equivalent (FTE) Program Manager.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

- 4.2.2. Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.
- 4.2.3. Staff for the NH Family Caregiver Program at no less than .75 FTE for Monadnock Region and .5 FTE for Sullivan County.
- 4.2.4. Staff for the SHIP, SMP, and MIPPA services at no less than .75 FTE for Monadnock Region and .25 FTE for Sullivan County.
- 4.3. Criminal Background Check and BEAS State Registry Checks
  - 4.3.1. The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:
    - 4.3.1.1. A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.
    - 4.3.1.2. A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.
    - 4.3.1.3. A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).
  - 4.3.2. The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS State Registry check must be provided to the Department upon request by the Department.

**5. Exhibits Incorporated**

- 5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6. Additional Terms**

6.1. Impacts Resulting from Court Orders or Legislative Changes

6.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

6.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

6.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

6.3. Credits and Copyright Ownership

6.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

6.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.

6.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

6.3.3.1. Brochures.

6.3.3.2. Resource directories.

6.3.3.3. Protocols or guidelines.

6.3.3.4. Posters.

**New Hampshire Department of Health and Human Services  
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**EXHIBIT B Amendment #2**

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6.3.3.5. Reports.

6.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.

6.4. Operation of Facilities: Compliance with Laws and Regulations

6.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

6.5. Eligibility Determinations

6.5.1. If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

6.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

6.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

6.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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informed of his/her right to a fair hearing in accordance with Department regulations.

**7. Records**

- 7.1. The Contractor shall keep records that include, but are not limited to:
- 7.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
  - 7.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
  - 7.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
  - 7.1.4. Medical records on each patient/recipient of services.
- 7.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

BT-1.0

Exhibit C-3, Amendment #2

RFA-2021-DLTSS-08-SERVI-06-A02

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <u>Monadnock Collaborative</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2022-6/30/2023</u> Indirect Cost Rate (if applicable) <u>10.50%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$363,750
2. Fringe Benefits	\$78,358
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$4,000
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$5,500
6. Travel	\$5,500
7. Software	
8. (a) Other - Marketing/Communications including Bus Wrap	\$55,979
8. (b) Other - Education and Training	\$3,500
8. (c) Other - Other (specify below)	
<i>Other - Occupancy (rent)</i>	\$33,000
<i>Other - equipment replacements (computers, printers)</i>	\$14,000
<i>Other - insurance (liability &amp; contents)</i>	\$7,500
<i>Other - audit &amp; legal, Postage, Telephone (desk &amp; cell)</i>	\$21,900
9. Subrecipient Contracts      IT Services	\$13,000
<b>Total Direct Costs</b>	<b>\$605,987</b>
<b>Total Indirect Costs</b>	<b>\$46,422</b>
<b>TOTAL</b>	<b>\$652,409</b>

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Contractor Initials \_\_\_\_\_  
Date 5/9/2022

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Monadnock Collaborative</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>10.50%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$359,003
2. Fringe Benefits	\$77,995
3. Consultants	\$0
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$14,000
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$5,500
6. Travel	\$5,500
7. Software	\$0
8. (a) Other - Marketing/Communications	\$2,200
8. (b) Other - Education and Training	\$3,500
8. (c) Other - Other (specify below)	
<i>Other (please specify) Audit &amp; Legal</i>	\$3,000
<i>Other (please specify) Insurance-liability &amp; contents</i>	\$7,500
<i>Other (please specify) Occupancy</i>	\$33,000
<i>Other (please specify) Postage, Equip Maintenance, Phones</i>	\$22,900
9. Subrecipient Contracts - IT Support (True North Networks)	\$13,000
<b>Total Direct Costs</b>	<b>\$547,098</b>
<b>Total Indirect Costs</b>	<b>\$45,885</b>
<b>TOTAL</b>	<b>\$592,983</b>

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Contractor Initials

5/9/2022

Date

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Lori A. Shibette  
Commissioner

Deborah D. Scheetz  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into **Retroactive** amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Frankestown.	\$821,625.24	\$13,068.00	\$834,693.24

His Excellency, Governor Christopher T. Sununu  
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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		<b>Total:</b>	<b>\$6,443,554.02</b>	<b>\$48,374.00</b>	<b>\$6,491,928.02</b>

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

See attached fiscal details

**EXPLANATION**

These amendments are **Retroactive** because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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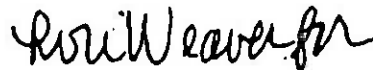
protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shibillette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
		Subtotal	\$1,087,866.16	\$2,640.00	\$1,090,506.16

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
		Subtotal	\$821,625.24	\$3,240.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$840.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
		Subtotal	\$645,745.58	\$840.00	\$646,585.58

Lakes Region Partnership for Public Health (Vendor #165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,320.00	\$880,969.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,735.81	\$1,320.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,735.81	\$0.00	\$468,735.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,320.00	\$1,137,286.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$150,780.29	\$360.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

Total 9565	\$6,043,214.02	\$12,000.00	\$6,055,214.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trailer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

Total 3317	\$50,000.00	\$0.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

Total 2164	\$262,755.00	\$0.00	\$262,755.00
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05-95-48-481010-8923 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS\***  
(100% Federal Funds - SIIP Admin)

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,545.00	\$2,545.00
		Subtotal	\$0.00	\$2,545.00	\$2,545.00

**Lakes Region Partnership for Public Health (Vendor # 165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tel County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total 8928</b>			\$0.00	\$36,374.00	\$36,374.00
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,332.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$655,231.64	\$5,332.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$543,933.08	\$10,646.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	Subtotal	\$1,087,866.16	\$10,646.00	\$1,098,512.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$410,812.62	\$13,068.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$821,625.24	\$13,068.00	\$834,693.24

**Crafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$645,745.58	\$3,385.00	\$649,130.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	Subtotal	\$879,649.94	\$5,318.00	\$884,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	Subtotal	\$1,135,966.42	\$5,318.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.80	\$1,448.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	Subtotal	\$376,373.60	\$1,448.00	\$377,821.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$350,340.00	\$0.00	\$350,340.00

Grand Total SFY21	2021	\$3,211,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,211,777.01	\$0.00	\$3,211,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

**ACCOUNTING UNIT SUMMARY**

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SVCS.  
 IIIIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,788.01	\$12,000.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
		Subtotal	\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SYCS GRANT- (100% Federal Funds - SHIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$35,000.00	\$0.00	\$35,000.00
102-500731	Contracts for Program Services	2022	\$35,000.00	\$0.00	\$35,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-483010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS. (100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Shillette  
Commissioner

Deborah D. Sebretz  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 56.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bannington, Francesstown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177875	Grafton County	\$645,745.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94

Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		Total:	\$6,443,554.02

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

See Attached Fiscal Details

#### EXPLANATION

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.

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

- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/28/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

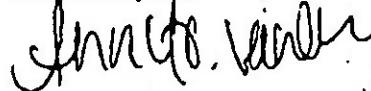
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:5, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.67% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.791, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Landry  
Associate Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS.  
IIIII: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Councils, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$257,930.64	\$257,930.64
545-500387	I & R Contracts	2021	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$257,930.64	\$257,930.64
545-500387	I & R Contracts	2022	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$655,231.64	\$655,231.64

STRAFFORD- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$182,367.93	\$182,367.93
545-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$182,367.93	\$182,367.93
545-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$450,539.75	\$450,539.75
545-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$450,539.75	\$450,539.75
545-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$340,599.58	\$340,599.58
545-500387	I & R Contracts	2021	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$340,599.58	\$340,599.58
545-500387	I & R Contracts	2022	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$821,625.24	\$821,625.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
545-500387	I & R Contracts	2021	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
545-500387	I & R Contracts	2022	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,745.58	\$645,745.58

Lake Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
545-500387	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$0.00	\$879,649.94	\$879,649.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$468,735.81	\$468,735.81
545-500387	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
107-500734	Contracts for Program Services	2022	\$0.00	\$468,735.81	\$468,735.81
545-500387	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2021	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
545-500387	I & R Contracts	2022	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$0.00	\$376,373.60	\$376,373.60

Total 9565	\$0.00	\$6,043,214.03	\$6,043,214.03
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05-25-18-181010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, (HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT, (100% Federal Funds - SHIP Trainer... ) Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
107-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Stafford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,585.00	\$87,585.00
Total 8920			\$0.00	\$87,585.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Stafford County, Inc. (Vendor #172278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$173,170.00	\$173,170.00
		Subtotal	\$0.00	\$262,755.00	\$262,755.00
Total 2164			\$0.00	\$162,755.00	\$161,755.00

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Bellwop-Herrinck Counties, Inc. (Vendor #172203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$327,615.82	\$327,615.82
	2022	\$0.00	\$327,615.82	\$327,615.82
	Subtotal	\$0.00	\$655,231.64	\$655,231.64

STAFFORD - Behavioral Health & Development Services of Stafford County, Inc. (Vendor #172278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$220,377.72	\$220,377.72
	2022	\$0.00	\$220,377.72	\$220,377.72
	Subtotal	\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM - Behavioral Health & Development Services of Stafford County, Inc. (Vendor #172278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$543,933.08	\$543,933.08
	2022	\$0.00	\$543,933.08	\$543,933.08
	Subtotal	\$0.00	\$1,087,866.16	\$1,087,866.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$410,812.62	\$410,812.62
	2022	\$0.00	\$410,812.62	\$410,812.62
	Subtotal	\$0.00	\$821,625.24	\$821,625.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$322,872.79	\$322,872.79
	2022	\$0.00	\$322,872.79	\$322,872.79
	Subtotal	\$0.00	\$645,745.58	\$645,745.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$439,824.97	\$439,824.97
	2022	\$0.00	\$439,824.97	\$439,824.97
	Subtotal	\$0.00	\$879,649.94	\$879,649.94

**Alondnock Collaborative (Vendor # 157303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$567,983.21	\$567,983.21
	2022	\$0.00	\$567,983.21	\$567,983.21
	Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

**Tri-County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$188,186.80	\$188,186.80
	2022	\$0.00	\$188,186.80	\$188,186.80
	Subtotal	\$0.00	\$376,373.60	\$376,373.60

**Alondnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$25,000.00	\$25,000.00
	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$0.00	\$50,000.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$175,170.00	\$175,170.00
	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$0.00	\$350,340.00	\$350,340.00

<b>Grand Total SFY'21</b>	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Grand Total SFY'22</b>	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Total Contract</b>		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
 IIIIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
101-500734	Contracts for Program Services	2021	\$0.00	\$2,452,788.01	\$2,452,788.01
543-500387	I & R Contracts	2021	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2021	\$0.00	\$418,000.00	\$418,000.00
101-500734	Contracts for Program Services	2022	\$0.00	\$2,452,788.01	\$2,452,788.01
543-500387	I & R Contracts	2022	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
		Subtotal	\$0.00	\$6,043,214.02	\$6,043,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
 (100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$0.00	\$50,000.00	\$50,000.00

05-95-48-481010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,585.00	\$87,585.00

05-95-48-481010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES.  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$0.00	\$175,170.00	\$175,170.00

Grand Total SFY21	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SFY22	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Contract		\$0.00	\$6,443,554.02	\$6,443,554.02

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Tri-County Community Action Program, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as approved by the Governor on December 30, 2020 and presented to Executive Council as an Informational Item on February 17, 2021, (item #A), and most recently amended with Governor and Council approval on June 1, 2022, (item #20) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to increase the price limitation; and modify the scope of services to support continued delivery of these services; and

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

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$845,495.60
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:  
Robert W. Moore, Director.
3. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.4.1.5 through Article 2.4.1.5.2. to read:  
2.4.1.5 SHIP Training:
  - 2.4.1.5.1. For staff who are not Medicare counselors, this can be accomplished through the attendance of a Medicare 101 training
  - 2.4.1.5.2. Medicare counselors must be fully SHIP-certified.
4. Modify Exhibit B Scope of Services Amendment #2, Article 2.8.1.2.2. through Subparagraph 2.8.1.3.2. to read:
  - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum; or
  - 2.8.1.2.3. A minimum of one (1) designated staff person to track and monitor Tualta for the required criteria to meet the requirement as the education curriculum for the site;

2.8.1.3. The Contractor shall facilitate:

  - 2.8.1.3.1. A minimum of one (1) six-week session of Powerful Tools for Caregiver (PTC) Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis; or
  - 2.8.1.3.2. Track and monitor Tualta for the required criteria.
5. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.4. through 2.8.1.4.3. to read:
  - 2.8.1.4 The Contractor shall facilitate caregiver support groups, as needed, or provide access to a support network for caregivers, which may include, but is not limited to:
    - 2.8.1.4.1 Care Companion (within Tualta);

2.8.1.4.2 Peer support; or

2.8.1.4.3 A peer mentor.

6. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.7. to read:

2.8.1.7 The Contractor shall conduct a minimum of three (3) formal outreach activities or presentations to community partners who specifically target those who may be appropriate for the NH Family Caregiver Support Program (formerly considered family caregivers or informal caregivers) or potential caregivers on an annual basis;

7. Add Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.1.17 through 2.8.1.18 to read:

2.8.1.17 The Contractor shall retain a closed caregiver record for seven (7) years from June 30th of the state fiscal year from when the caregiver ceased to receive funding.

2.8.1.17.1 Once a caregiver does not receive any funding for a full year, the "record" (whether paper or electronic) shall be considered closed.

2.8.1.18. Reserved

8. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.3 through Article 2.8.3.4 to read:

2.8.3.3. Per the Administration for Community Living, the Contractor shall implement a communications and media plan of at least one (1) outreach campaign per month to provide information on Medicare services available to clients which includes, but is not limited to conducting:

2.8.3.3.1. A face-to-face meeting with community partners;

2.8.3.3.2. Outreach and education via a booth or exhibit at an event;

2.8.3.3.3. An enrollment event, or

2.8.3.3.4. An interactive web presentation.

9. Modify Exhibit B Scope of Services Amendment #2, Subparagraph 2.8.3.4 through Article 2.8.3.4.10 to read:

2.8.3.4 The Contractor shall mail introductory letters regarding the program to agencies which may include, but are not limited to:

2.8.3.4.1. Town offices;

2.8.3.4.2. Housing sites;

2.8.3.4.3. Home health agencies;

2.8.3.4.4. Faith-based Communities and parish nurses;

2.8.3.4.5. Public libraries;

2.8.3.4.6. Fuel assistance agencies;

2.8.3.4.7. Hospital public affairs managers;

2.8.3.4.8. Pharmacies;

2.8.3.4.9. Medical practices and

2.8.3.4.10. Other Community Partners.

10. Modify Exhibit B Scope of Services Amendment #2, Paragraphs 3.5.1.,through 3.5.3. to read:

3.5.1. Reserved.

3.5.2. Reserved.

3.5.3. Reserved.

11. Modify Exhibit B Scope of Services Amendment #2, Paragraph 4.2.2. through 4.2.4. to read:

4.2.2 Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; Person-Centered Transition Support; NH Family Caregiver program support; Veteran Directed Care support; and SHIP, SMP and MIPPA services.

4.2.3. Reserved

4.2.4. Reserved

12. 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 budget line item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #3, Budget.

13. Modify Exhibit C-3 Amendment #2 Budget in its entirety with Exhibit C-3 Amendment #3 Budget, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit C-4 Amendment #2 Budget in its entirety with Exhibit C-4 Amendment #3 Budget, 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

3/31/2023

Date

DocuSigned by:  
*Melissa Hardy*  
1323A24040DE495

Name: Melissa Hardy  
Title: Director, Division for Long Term Supports and Services

Tri-County Community Action Program, Inc.

3/31/2023

Date

DocuSigned by:  
*Jeanne Robillard*  
4DFF7B1065AD4C3...

Name: Jeanne Robillard  
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

4/3/2023

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:



<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <i>Tri-County Community Action Program, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2022-6/30/2023</i> Indirect Cost Rate (if applicable) <i>12.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$134,371
2. Fringe Benefits	\$29,730
3. Consultants	\$1,000
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$2,000
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$737
6. Travel	\$1,000
7. Software	\$250
8. (a) Other - Marketing/Communications	\$1,025
8. (b) Other - Education and Training	\$1,250
8. (c) Other - Other (specify below)	
<i>Other Occupancy</i>	\$6,500
<i>Other Phone</i>	\$3,168
<i>Other Postage</i>	\$300
<i>Other - Outreach</i>	\$2,104
<i>Other - Printing</i>	\$2,000
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$185,435</b>
<b>Total Indirect Costs</b>	<b>\$22,252</b>
<b>TOTAL</b>	<b>\$207,687</b>

Contractor Initials DS  
JR  
 Date 3/31/2023

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <i>Tri-County Community Action Program, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2023-6/30/2024</i> Indirect Cost Rate (if applicable) <i>12.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$153,561
2. Fringe Benefits	\$35,230
3. Consultants	\$1,000
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$3,000
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$5,200
6. Travel	\$1,000
7. Software	\$250
8. (a) Other - Marketing/Communications/IT infrastructure	\$11,025
8. (b) Other - Education and Training	\$7,750
8. (c) Other - Other (specify below)	
<i>Other Occupancy</i>	\$6,500
<i>Other Phone</i>	\$2,212
<i>Other Postage</i>	\$300
<i>Other - Outreach</i>	\$3,103
<i>Other - Printing</i>	\$2,000
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$232,131</b>
<b>Total Indirect Costs</b>	<b>\$27,856</b>
<b>TOTAL</b>	<b>\$259,987</b>

Contractor Initials DS  
JK

# 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 TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. (TRI-COUNTY CAP) is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 18, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63020

Certificate Number: 0005774957



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 10th day of May A.D. 2022.

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

David M. Scanlan  
Secretary of State

**CERTIFICATE OF AUTHORITY**

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

1. I am a duly elected Board Chair of Tri-County Community Action Program, Inc.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 31<sup>st</sup>, 2022, at which a quorum of the Directors/shareholders were present and voting.  
(Date)


**VOTED:** That Jeanne Robillard CEO and or Randall Pilotte CFO \_\_\_\_\_ (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Tri-County Community Action Program Inc. 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 **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: 3/30/23

  
\_\_\_\_\_  
Signature of Elected Officer  
Name: Sandy Alonzo  
Title: Board Chair



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/03/2023

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

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


<b>PRODUCER</b> FIAV/Cross Insurance 1100 Elm Street  Manchester NH 03101		<b>CONTACT NAME:</b> Susan Sullivan <b>PHONE (A/C, No, Ex):</b> (603) 669-3218 <b>E-MAIL ADDRESS:</b> manch.cerls@crossagency.com <b>FAX (A/C, No):</b> (603) 845-4331	
<b>INSURED</b> Tri-County Community Action Program, Inc 30 Exchange Street  Berlin NH 03570		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Ins Co <b>INSURER B:</b> Granite State Health Care and Human Services Self- <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 22-23 All Lines 23-24 WC      **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 INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2433324	07/01/2022	07/01/2023	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 Professional Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2433331	07/01/2022	07/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB821555	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	HCHS20220000058 (3a.) NH	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b>  Contracts & Procurement DHHS - State of NH 129 Pleasant Street Concord NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## MISSION STATEMENT

Tri-County Community Action Program provides opportunities to strengthen communities by improving the lives of low to moderate income families and individuals.

## VISION STATEMENT

Individuals and families are empowered to create vibrant communities and foster self-sufficiency.

## VALUES STATEMENT

Tri-County Community Action Program, values a culture of integrity.

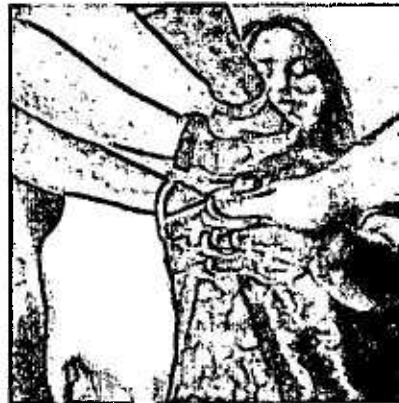
*This Includes:*

1. Transparency in all our interactions and communications; stressing accountability to ourselves as an organization and to those we serve.
2. Connection to community: We value our community partners and work to build strong partnerships that unite us all in the common goal of improving the lives of others.
3. Recognition of our mutual humanity. We treat customers, co-workers and colleagues with compassion, fairness, dignity and respect.
4. We value the empowerment of those who seek our services, believing that empowerment leads to improved self-worth and enables those we serve to fully participate in their communities and share their success with others.



# TRI-COUNTY COMMUNITY ACTION

Serving Coös, Carroll & Grafton Counties since 1965



30 Exchange St., Berlin, NH 03570  
Phone: (603) 752-7001  
www.tccap.org

# Financial Statements

## TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021  
AND  
INDEPENDENT AUDITORS' REPORTS AND  
REPORTS ON COMPLIANCE AND  
INTERNAL CONTROL**

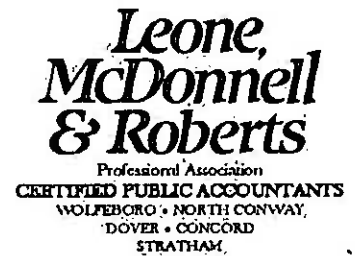
**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Tri-County Community Action Program, Inc. and Affiliate

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

#### ***Opinion***

We have audited the accompanying consolidated financial statements of Tri-County Community Action Program, Inc. and Affiliate (New Hampshire nonprofit organizations), which comprise the consolidated statements of financial position as of June 30, 2022 and 2021, the related consolidated statements of functional expenses, and cash flows for the years then ended, the related statement of activities for the year ended June 30, 2022, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Tri-County Community Action Program, Inc. and Affiliate as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

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

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

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

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Tri-County Community Action Program, Inc. and Affiliate's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

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

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Tri-County Community Action Program, Inc. and Affiliate's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Tri-County Community Action Program, Inc. and Affiliate's ability to continue as a going concern for a reasonable period of time.

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

### ***Report on Summarized Comparative Information***

We have previously audited Tri-County Community Action Program, Inc. and Affiliates' 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 19, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the 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 information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2022, on our consideration of Tri-County Community Action Program, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Tri-County Community Action Program, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tri-County Community Action Program, Inc.'s internal control over financial reporting and compliance.

*Leone McDonnell & Roberts  
Professionel Association*

North Conway, New Hampshire  
November 15, 2022

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2022 AND 2021**

	<b><u>ASSETS</u></b>	
	<b><u>2022</u></b>	<b><u>2021</u></b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 3,827,664	\$ 3,237,032
Restricted cash, Guardianship Services Program	977,227	1,317,839
Accounts receivable	1,807,274	1,617,249
Pledges receivable	169,196	216,423
Inventories	59,759	52,985
Prepaid expenses	<u>138,811</u>	<u>53,594</u>
Total current assets	<u>6,979,931</u>	<u>6,495,122</u>
<b>PROPERTY</b>		
Property and equipment	12,794,151	12,917,935
Less accumulated depreciation	<u>(6,088,609)</u>	<u>(5,850,185)</u>
Property, net	<u>6,705,542</u>	<u>7,067,750</u>
<b>OTHER ASSETS</b>		
Restricted cash	<u>410,431</u>	<u>439,822</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 14,095,904</u></b>	<b><u>\$ 14,002,694</u></b>
	<b><u>LIABILITIES AND NET ASSETS</u></b>	
<b>CURRENT LIABILITIES</b>		
Current portion of long term debt	\$ 134,452	\$ 129,155
Accounts payable	262,473	4,303
Accrued compensated absences	228,342	233,907
Accrued salaries	81,707	383,435
Accrued expenses	117,415	266,595
Refundable advances	446,208	324,140
Other liabilities	<u>1,085,406</u>	<u>1,400,645</u>
Total current liabilities	2,356,003	2,742,180
<b>LONG TERM DEBT</b>		
Long term debt, net of current portion	<u>4,442,866</u>	<u>4,577,505</u>
Total liabilities	<u>6,798,869</u>	<u>7,319,685</u>
<b>NET ASSETS</b>		
Without donor restrictions	7,037,337	6,199,624
With donor restrictions	<u>259,698</u>	<u>483,385</u>
Total net assets	<u>7,297,035</u>	<u>6,683,009</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 14,095,904</u></b>	<b><u>\$ 14,002,694</u></b>

See Notes to Consolidated Financial Statements

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****CONSOLIDATED STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2022 Total</u>	<u>2021 Total</u>
<b>REVENUES AND OTHER SUPPORT</b>				
Grants and contracts	\$ 32,657,364	\$ 361,664	\$ 33,019,028	\$ 18,711,410
Program funding	1,178,528	-	1,178,528	1,177,937
Utility programs	1,862,325	-	1,862,325	2,659,293
In-kind contributions	228,341	-	228,341	364,580
Contributions	140,578	-	140,578	462,340
Fundraising	8,616	-	8,616	1,802
Rental income	797,436	-	797,436	684,169
Interest income	484	-	484	888
Gain (loss) on disposal of property	8,874	-	8,874	(27,288)
Other revenue	4,789	-	4,789	13,364
Total revenues and other support	36,887,335	361,664	37,248,999	24,048,495
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	585,351	(585,351)	-	-
Total revenues, other support, and net assets released from restrictions	37,472,686	(223,687)	37,248,999	24,048,495
<b>FUNCTIONAL EXPENSES</b>				
Program Services:				
Agency Fund	1,453,842	-	1,453,842	1,017,860
Head Start	2,792,837	-	2,792,837	2,856,419
Guardianship	658,956	-	658,956	760,053
Transportation	892,112	-	892,112	870,078
Volunteer	62,053	-	62,053	96,817
Workforce Development	-	-	-	40,175
Carroll County Dental	673,708	-	673,708	669,641
Support Center	-	-	-	356,359
Homeless	17,630,850	-	17,630,850	4,760,909
Energy and Community Development	9,978,945	-	9,978,945	8,541,527
Elder	1,095,578	-	1,095,578	1,192,453
Housing Services	248,736	-	248,736	192,010
Total program services	35,487,617	-	35,487,617	21,354,301
Supporting Activities:				
General and administrative	1,146,090	-	1,146,090	1,172,988
Fundraising	1,266	-	1,266	-
Total supporting activities	1,147,356	-	1,147,356	1,172,988
Total functional expenses	36,634,973	-	36,634,973	22,527,289
<b>CHANGE IN NET ASSETS</b>	837,713	(223,687)	614,026	1,521,206
<b>NET ASSETS, BEGINNING OF YEAR</b>	6,199,624	483,385	6,683,009	5,161,803
<b>NET ASSETS, END OF YEAR</b>	\$ 7,037,337	\$ 259,698	\$ 7,297,035	\$ 6,683,009

See Notes to Consolidated Financial Statements

TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATECONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2022

	Agency Fund	Head Start	Guardianship	Transportation	Volunteer	Carroll County Dental	Homeless	Energy and Community Development	Elder	Housing Services	Total	General and Administrative	Fundraising	Total
<b>Direct Expenses</b>														
Payroll	\$ 491,447	\$ 1,591,962	\$ 460,242	\$ 447,910	\$ 42,414	\$ 272,090	\$ 693,549	\$ 1,412,854	\$ 490,039	\$ 23,485	\$ 5,925,992	\$ 581,978	\$ -	\$ 6,507,970
Payroll taxes and benefits	112,083	425,086	103,479	79,984	8,955	58,357	161,250	352,787	98,642	-	1,398,623	133,158	-	1,531,781
Assistance to clients	-	-	-	89,597	-	-	16,494,024	7,043,336	-	-	23,626,957	-	-	23,626,957
Consumable supplies	8,143	167,505	8,474	7,296	445	57,798	28,753	573,445	308,046	727	1,160,632	20,525	-	1,181,157
Space costs and rentals	4,434	194,445	44,378	16,638	5,481	582	74,789	217,912	56,492	-	615,131	112,318	-	727,449
Depreciation expense	168,801	50,198	500	108,348	-	42,409	15,459	60,397	5,833	67,389	519,334	-	-	519,334
In-kind expended	-	117,498	-	-	-	-	53,684	-	57,159	-	228,341	-	-	228,341
Consultants and contractors	94,310	2,132	5,635	13,178	-	197,993	203	44	17,986	-	331,481	35,842	-	367,323
Utilities	191,020	28,064	21,922	16,187	1,597	13,097	43,598	44,724	26,182	26,303	412,694	4,851	-	417,545
Travel and meetings	9,147	56,464	5,892	27,591	-	4,329	21,471	17,291	11,289	825	154,299	8,024	-	160,323
Other direct program costs	67,883	52,568	(8,580)	3,699	2,598	971	943	25,003	5,765	108,265	257,115	63,834	1,266	322,215
Fiscal and administrative	91	294	(8,928)	822	75	8,480	6,667	38,011	4,578	2,919	70,665	144,494	-	215,159
Building and grounds maintenance	135,694	64,895	-	2,111	-	1,986	10,103	154	3,817	8,757	227,497	442	-	227,939
Interest expense	94,838	66	1,031	66	-	-	102	386	11	-	96,500	82	-	96,582
Vehicle expense	5,557	-	-	69,672	-	-	-	93,810	-	-	169,039	-	-	169,039
Insurance	48,467	6,338	579	2,627	488	1,341	8,073	6,018	-	3,250	77,181	34,884	-	112,065
Maintenance of equipment and rental	8,801	35,322	6,441	6,486	-	12,700	18,121	87,777	8,332	8,691	192,471	7,383	-	199,854
Fixed fees	13,326	-	35	100	-	1,595	81	4,996	3,407	125	23,665	275	-	23,940
<b>Total Direct Expenses</b>	<b>1,453,842</b>	<b>2,792,837</b>	<b>658,956</b>	<b>892,112</b>	<b>62,053</b>	<b>673,708</b>	<b>17,630,850</b>	<b>9,978,945</b>	<b>1,095,578</b>	<b>248,736</b>	<b>35,487,617</b>	<b>1,146,090</b>	<b>1,266</b>	<b>36,634,973</b>
<b>Indirect Expenses</b>														
Indirect costs	144,922	273,225	70,128	75,578	8,193	68,561	110,702	289,953	106,828	-	1,146,090	(1,146,090)	-	-
<b>Total Direct &amp; Indirect expenses</b>	<b>\$ 1,598,764</b>	<b>\$ 3,066,062</b>	<b>\$ 729,084</b>	<b>\$ 967,690</b>	<b>\$ 68,246</b>	<b>\$ 742,269</b>	<b>\$ 17,741,552</b>	<b>\$ 10,268,898</b>	<b>\$ 1,202,406</b>	<b>\$ 248,736</b>	<b>\$ 36,633,707</b>	<b>\$ -</b>	<b>\$ 1,266</b>	<b>\$ 36,634,973</b>

See Notes to Consolidated Financial Statements

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2021**

	Agency Fund	Head Start	Guardianship	Transportation	Volunteer	Workforce Development	Carroll County Dental	Support Center	Homeless	Energy and Community Development	Elder	Housing Services	Total	General and Administrative	Fundraising	Total
<b>Direct Expenses</b>																
Payroll	\$ 420,822	\$ 1,590,871	\$ 518,354	\$ 427,492	\$ 53,155	\$ 14,240	\$ 258,217	\$ 111,208	\$ 496,439	\$ 1,356,876	\$ 541,938	\$ 34,064	\$ 5,823,276	\$ 657,959	\$ -	\$ 6,481,235
Payroll taxes and benefits	114,864	458,854	141,579	88,552	14,246	5,288	57,825	29,302	124,300	388,856	128,187	-	1,549,453	171,815	-	1,721,268
Assistance to clients	31,899	-	-	79,632	-	10,650	-	73,957	3,964,734	5,803,029	982	-	9,964,863	-	-	9,964,863
Consumable supplies	15,065	224,233	9,885	12,788	6,717	53	45,030	3,472	13,399	499,802	298,651	1,275	1,100,370	13,443	-	1,113,813
Space costs and rentals	4,975	195,497	42,825	15,783	4,864	8,708	495	1,249	29,218	140,400	53,262	-	495,876	92,807	-	588,683
Depreciation expense	180,408	55,544	-	89,021	-	-	40,314	11,064	2,439	38,852	3,333	67,389	448,264	1,151	-	449,415
In-kind expended	-	123,709	-	29,663	-	-	-	90,076	48,507	-	72,626	-	364,581	-	-	364,581
Consultants and contractors	-	6,937	1,370	-	-	-	201,033	-	-	44	10,318	-	219,702	19,424	-	239,126
Utilities	135,721	25,781	20,811	14,348	1,535	1,123	12,763	18,170	25,890	43,414	25,548	23,937	349,039	4,036	-	353,075
Travel and meetings	1,389	58,943	2,929	22,740	162	113	1,370	907	17,189	23,188	9,785	-	136,695	2,458	-	139,153
Other direct program costs	(38,110)	37,061	1,810	20,399	2,046	-	1,249	5,472	20,605	56,967	21,932	37,742	168,973	13,077	-	180,050
Fiscal and administrative	1,721	1,005	10,788	882	1,047	-	7,837	1,273	3,166	33,866	4,870	2,389	68,444	134,829	-	203,073
Building and grounds maintenance	107,973	21,907	130	7,907	72	-	4,819	7,441	6,791	68,587	5,598	11,141	242,344	-	-	242,344
Interest expense	96,971	16	449	4	-	-	39,240	10	3	720	3	-	137,416	(104)	-	137,312
Vehicle expense	2,156	-	-	73,585	-	-	-	-	-	84,998	-	-	180,739	-	-	180,739
Insurance	49,900	7,079	506	2,296	-	-	1,334	2,695	3,714	6,491	-	3,251	77,326	31,502	-	108,828
Maintenance of equipment and rental	(56,923)	51,182	9,017	6,988	13,173	-	(3,131)	63	2,559	24,134	12,430	10,822	70,314	20,351	-	90,665
Fixed fees	(30,611)	-	-	-	-	-	1,748	-	1,958	1,328	3,212	-	(22,374)	10,440	-	(11,934)
<b>Total Direct Expenses</b>	<b>1,017,860</b>	<b>2,856,419</b>	<b>780,053</b>	<b>870,078</b>	<b>96,817</b>	<b>40,175</b>	<b>669,641</b>	<b>356,359</b>	<b>4,760,909</b>	<b>8,541,527</b>	<b>1,192,453</b>	<b>192,010</b>	<b>21,354,301</b>	<b>1,172,988</b>	<b>-</b>	<b>22,527,289</b>
<b>Indirect Expenses</b>																
Indirect costs	130,691	292,768	83,180	78,104	9,042	2,961	72,356	21,593	81,587	290,488	120,217	-	1,172,988	(1,172,988)	-	-
<b>Total Direct &amp; Indirect expenses</b>	<b>\$ 1,148,551</b>	<b>\$ 3,149,187</b>	<b>\$ 863,233</b>	<b>\$ 948,182</b>	<b>\$ 105,859</b>	<b>\$ 43,136</b>	<b>\$ 741,997</b>	<b>\$ 377,952</b>	<b>\$ 4,842,496</b>	<b>\$ 8,822,015</b>	<b>\$ 1,312,670</b>	<b>\$ 192,010</b>	<b>\$ 22,527,289</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,527,289</b>

See Notes to Consolidated Financial Statements

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****CONSOLIDATED STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 614,026	\$ 1,521,206
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	520,221	450,040
Loss (gain) on disposal of property	(8,874)	27,288
Decrease (increase) in assets:		
Accounts receivable	(190,025)	(294,397)
Pledges receivable	47,227	90,594
Inventories	(6,774)	49,445
Prepaid expenses	(85,217)	24,288
Increase (decrease) in liabilities:		
Accounts payable	258,170	(176,124)
Accrued compensated absences	(5,565)	(9,872)
Accrued salaries	(301,728)	334,376
Accrued expenses	(149,180)	129,291
Refundable advances	122,068	142,677
Other liabilities	(315,239)	549,663
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>499,110</u>	<u>2,838,475</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from disposal of property	8,874	25,000
Purchases of property and equipment	(158,013)	(780,217)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(149,139)</u>	<u>(755,217)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment on long-term debt	(129,342)	(523,740)
Repayment on capital lease obligations	-	(3,554)
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<u>(129,342)</u>	<u>(527,294)</u>
<b>NET INCREASE IN CASH AND RESTRICTED CASH</b>	220,629	1,555,964
<b>CASH AND RESTRICTED CASH, BEGINNING OF YEAR</b>	<u>4,994,693</u>	<u>3,438,729</u>
<b>CASH AND RESTRICTED CASH, END OF YEAR</b>	<u>\$ 5,215,322</u>	<u>\$ 4,994,693</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for:		
Interest	<u>\$ 95,593</u>	<u>\$ 136,425</u>

See Notes to Consolidated Financial Statements



**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

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

**Organization and Principles of Consolidation**

The consolidated financial statements include the accounts of Tri-County Community Action Program, Inc. and its affiliate, Cornerstone Housing North, Inc. The two organizations are consolidated because Tri-County Community Action Program, Inc. controls 100% of the voting power of Cornerstone Housing North, Inc. All significant intercompany items and transactions have been eliminated from the basic financial statements. Tri-County Community Action Program, Inc. (the Organization) is a New Hampshire non-profit corporation that operates a wide variety of community service programs which are funded primarily through grants or contracts from various federal, state, and local agencies. Cornerstone Housing North, Inc. (Cornerstone) is a New Hampshire nonprofit corporation that was incorporated under the laws of the State of New Hampshire for the acquisition, construction and operation of community-based housing for the elderly.

**Nature of activities**

The Organization's programs consist of the following:

**Agency**

Tri-County CAP Administration provides central program management support and oversight to the Organization's many individual programs. This includes planning and budget development, bookkeeping and accounting, payroll and HR services, legal and audit services, IT support, management support, financial support and central policy development.

Tri-County CAP Administration is the liaison between Tri-County Community Action Program, Inc.'s, Board of Directors and its programs, ensuring that programs comply with agreements made by the Board to funding sources and vendors.

Other responsibilities include the management and allocation of funding received through a Community Services Block Grant, as well as management of the Organization's real estate property.

**Head Start**

Head Start provides comprehensive services to low-income children and their families. Head Start supports children's growth and development in a positive learning environment through a variety of activities as well as providing services, which include in addition to early learning, health and family well-being. All children receive health and development screenings, nutritious meals, oral health and mental health support. Parents and families are supported in achieving their own goals, such as housing stability, continued education, and financial stability.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

Programs support and strengthen parent-child relationships as their child's primary educator. Head Start staff work as partners with parents to identify and provide individualized activities that support their child's growth and development.

Tri-County Community Action Head Start funded enrollment is 217, but over the course of the program year serves approximately 250 children in Carroll, Coos & Grafton counties in 9 locations with 13 center-based classrooms and 1 home-based option.

**Guardianship**

The Organization's Guardianship program provides advocacy and guardian services for the vulnerable population of New Hampshire residents (developmentally disabled, chronically mentally ill, traumatic brain injury, and the elderly suffering from Alzheimer's, dementia, and multiple medical issues) who need a guardian and who have no family member or friend willing, able, or suitable to serve in that capacity. This program serves over 400 individuals. Additional services include, conservatorship, representative payee-ship, federal fiduciary services, benefit management services and private probate accounting services.

**Transportation**

The Organization's transit program provides various transportation services: public bus routes, door-to-door service by request, long distance medical travel to medical facilities outside our regular service area, and special trips for the elderly to go shopping and enjoy other activities that are located outside the regular service area. The Organization's fleet of 17 wheelchair accessible vehicles offers transportation options to the elderly and disabled, as well as to the general public.

**Volunteer**

The Coos County Retired & Senior Volunteers Program (RSVP) maintains a minimum group of 211 volunteers, ages 55 and older, of which 41 actively served during the last reporting period. These volunteers share their skills, life experiences, and time with over 60 local non-profit and public agencies throughout Coos County that depend on volunteer assistance to meet the needs of their constituents. Our volunteers donate over 20,000 hours yearly.

**Workforce Development**

The Organization is assisting transitional and displaced workers as they prepare for new jobs, and also assisting currently-employed workers to gain the skills required for better jobs.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

The Organization is helping to implement New Hampshire's Unified State Plan for Workforce Development, in line with the federal Workforce Investment Act. Workforce training programs, with training facilities in three towns, provide temporary assistance for needy families (TANF) recipients with 20-30 hours per week of training in the areas of employment skills, computer skills, and business experience, and also place participating TANF recipients in community-based work experience sites.

**Carroll County Dental**

Tamworth Dental Center (the Center) offers state of the art quality oral healthcare to uninsured families and individuals. The Center offers a full array of services including preventative, restorative, and oral surgery. The Center accepts most dental insurances, state insurances, and offers a sliding fee scale based on income ratio to federal poverty guidelines. The school-based project of the Center has undergone modifications necessary due to the pandemic. 9 outreach schools within the vicinity of the Center will be made. Education, treatments, and referrals will be made available.

**Support Center**

The Organization's Support Center at Burch House provides direct service and shelter to victims and survivors of domestic and sexual violence and stalking in Northern Grafton County. Support Center services are accessible 24 hours a day, 365 days a year. They include: crisis intervention; supportive counseling; court, hospital and policy advocacy and accompaniment; emergency shelter; support groups; community education and outreach; violence prevention programs for students; information, referrals and assistance accessing other community resources.

**Homeless**

Homeless services include an outreach intervention and prevention project that strives to prevent individuals and families from becoming homeless, and assists the already homeless in securing safe, affordable housing. The Organization provides temporary shelter space for homeless clients.

The Organization also provides some housing rehabilitation services to help preserve older housing stock.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

**Energy Assistance and Outreach**

Energy Assistance Services provide fuel and electric assistance through direct pay to vendors or a discount on the client's bill. Community Contact sites allow local participants access to energy assistance programs and other emergency services. The offices provide information to the Organization's clients about other programs offered, as well as other programs available through other organizations in the community.

**Low-Income Weatherization**

The NH weatherization program helps low-income families, elderly, disabled, small children and individuals lower their home energy costs; increase their health, safety, and comfort; and improve the quality of living while improving housing stock in communities around the state utilizing energy cost saving, health and safety and carbon lowering measures. The NH Weatherization Assistance Program also creates local NH jobs.

**Elder**

The Organization's elder program provides senior meals in 4 community dining sites, home delivered meals (Meals on Wheels) to the frail and homebound elderly, and senior nutrition education and related programming. The Coos County ServiceLink Aging & Disability Resource Center assists with person-centered counseling, Medicare counseling, Medicaid assistance, long-term care counseling services, and caregiver supports.

**Housing Services**

Cornerstone Housing North, Inc. (Cornerstone) is subject to a Project Rental Assistance Contract (PRAC) with the United States Department of Housing and Urban Development (HUD), and a significant portion of their rental income is received from HUD.

Cornerstone includes a 12-unit apartment complex in Berlin, New Hampshire for the elderly. This operates under Section 202 of the National Housing Act and is regulated by HUD with respect to the rental charges and operating methods.

## **TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

Cornerstone has a Section 202 Capital Advance. Under guidelines established by the U.S. Office of Management and Budget *Uniform Guidance, Title 2 U.S. Code of Federal Regulations (CFR) part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, the Section 202 Capital Advance is considered to be a major program. A separate audit is performed as it relates to Cornerstone's compliance with its major federal program in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and the audit requirements of *Title 2 of U.S. Code of Federal Regulations part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements of Federal Awards (Uniform Guidance)*. An unmodified opinion was issued.

#### **Method of accounting**

The consolidated financial statements of Tri-County Community Action Program, Inc. have been prepared utilizing the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, as promulgated by the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). Under this basis, revenue, other than contributions, and expenses are reported when incurred without regard to the date of receipt or payment of cash.

#### **Basis of presentation**

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

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

**Net assets with donor restrictions** include 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 Organization or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

The Organization has net assets with donor restrictions of \$259,698 and \$483,385 at June 30, 2022 and 2021, respectively. See Note 13.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

**Contributions**

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Support that is restricted is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Most of the receivables are amounts due from federal and state awarding agencies and are based on reimbursement for expenditures made under specific grants or contracts. A portion of the accounts receivable balance represents amounts due from patients at Carroll County Dental program. Past due receivables are written off at management's discretion using the direct write off method; this is not considered a departure from accounting principles generally accepted in the United State because the effects of the direct write off method approximate those of the allowance method. Management selects accounts to be written off after analyzing past payment history, the age of the accounts receivable, and collection rates for receivables with similar characteristics, such as length of time outstanding. The Organization does not charge interest on outstanding accounts receivable.

**Property and Depreciation**

Acquisitions of buildings, equipment, and improvements in excess of \$5,000 and all expenditures for repairs, maintenance, and betterments that materially prolong the useful lives of assets are capitalized. Buildings, equipment, and improvements are stated at cost less accumulated depreciation. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets.

Depreciation expense related to assets used solely by an individual program is charged directly to the related program. Depreciation expense for assets used by more than one program is charged to the program based upon a square footage or other similar allocation.

Depreciation expense related to administrative assets is included in the indirect cost pool and charged to the programs in accordance with the indirect cost plan. Maintenance and repairs that do not materially prolong the useful lives of assets are charged to expense as incurred.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

Estimated useful lives are as follows:

Buildings and improvements	20 to 40 years
Vehicles	5 to 8.5 years
Furniture and equipment	5 to 15 years

**Client Rents and HUD Rent Subsidy**

Cornerstone Housing North, Inc.'s rents are approved on an annual basis by the Department of Housing and Urban Development. Rental increases are prohibited without such approval. The clients are charged rent equal to 30% of their income less adjustments allowed by the Department of Housing and Urban Development. Rent subsidies are received from the Department of Housing and Urban Development for the difference between the allowed rents and the amounts received from the clients.

**Refundable Advances**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are performed or incurred. Funds received in advance of grantor conditions being met aggregated \$446,208 and \$324,140 as of June 30, 2022 and 2021, respectively.

**Nonprofit tax status**

The Organization is a not-for-profit, Section 501(c)(3) organization in accordance with the Internal Revenue Code. It has been classified as an organization that is not a private foundation under the Internal Revenue Code and qualifies for a charitable contribution deduction for donors. The Organization files information returns in the United States. The Organization's Federal Form 990 (Return of Organization Exempt from Income Tax), is subject to examination by the IRS, generally for three years after it is filed.

The Organization follows FASB ASC 740, *Accounting for Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. The Organization does not believe they have taken uncertain tax positions, therefore, a liability for income taxes associated with uncertain tax positions has not been recognized.

Cornerstone Housing North, Inc. is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Organization to be other than a private foundation within the meaning of Section 509(a).

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

**Retirement plan**

The Organization maintains a tax-sheltered annuity plan under the provisions of Section 403(b) of the Internal Revenue Code. All employees are eligible to contribute to the plan beginning on the date they are employed. Each employee may elect salary reduction agreement contributions in accordance with limits allowed in the Internal Revenue Code. Employer contributions are at the Organization's annual discretion. In January 2013, employer contribution payments ceased, therefore as of June 30, 2022 and 2021, there were no discretionary contributions recorded. Further information can be obtained from the Organization's 403(b) audited financial statements.

**Donated services and goods**

Contributions of donated services that create or enhance non-financial assets or that require specialized skills and would typically need to be purchased if not provided by donation are recorded at their fair values in the period received.

Contributed noncash assets are recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as net assets with donor restrictions. In the absence of such stipulations, contributions of noncash assets are recorded as net assets without donor restrictions.

**Donated property and equipment**

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as net assets without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as net assets with donor restrictions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.



**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

**Promises to Give**

Conditional promises to give are not recognized in the financial statements until the conditions are substantially met. Unconditional promises to give that are expected to be collected within one year are recorded at the net realizable value. Unconditional promises to give that are expected to be collected in more than one year are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. In the absence of donor stipulations to the contrary, promises with payments due in future periods are restricted to use after the due date. Promises that remain uncollected more than one year after their due dates are written off unless the donors indicate that payment is merely postponed. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions. There were no unconditional promises to give that are expected to be collected in more than one year at June 30, 2022 and 2021.

As of June 30, 2022 and 2021, there were promises to give that were absent of donor stipulations, but restricted in regards to timing, and therefore classified as net assets with donor restrictions in the amount of \$169,196 and \$216,423, respectively. This amount is included in grants and contracts in the Consolidated Statement of Activities.

**Use of estimates**

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**Fair Value of Financial Instruments**

Accounting Standards Codification No. 825 (ASC 825), *Disclosures of Fair Value of Financial Instruments*, requires the Organization to disclose fair values of its financial instruments. The carrying amount of the Organization's financial instruments which consists of cash, accounts receivable, deposits and accounts payable, approximate fair value because of the short-term maturity of those instruments.

**Functional allocation of expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program services and supporting activities benefited.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

**Program salaries and related expenses** are allocated to the various programs and supporting services based on actual or estimated time employees spend on each function as reported on a timesheet.

**Workers Compensation expenses** are charged to each program based upon the classification of each employee and allocated to the various program based upon the time employees spend on each function as noted above.

**Paid Leave** is charged to a leave pool and is allocated to each program as a percentage of total salaries.

**Fringe Benefits** are charged to a Fringe Benefit Pool. These expenses include employer payroll taxes, pension expenses, health and dental insurance and unemployment compensation. The pool is allocated to each program based upon a percentage of salaries.

**Depreciation expense** is allocated to each program based upon specific assets used by the program and is reported as depreciation expense on the statements of functional expenses.

**Other occupancy expenses** are applicable to assets which are used by multiple programs. Buildings are primarily charged to the benefiting program based upon an analysis of square footage. Costs related to a building include depreciation, insurance, utilities, building maintenance, etc. These costs are reported as space costs on the statements of functional expenses.

**Insurance:** automobile insurance is allocated to programs based on vehicle usage; building liability insurance is allocated to programs based on square footage of the buildings; and insurance for furniture and equipment is allocated to programs using the book basis of the insured assets.

**The remaining shared expenses** are charged to an Indirect Cost Pool and are allocated to each program based upon a percentage of program expenses. The expenses include items such as administrative salaries, general liability insurance, administrative travel, professional fees, and other expenses which cannot be specifically identified and charged to a program.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

The Organization submits an indirect cost rate proposal for the paid leave, fringe benefits and other indirect costs to the U.S. Department of Health and Human Services. The proposal, effective for the fiscal year beginning July 1, 2020, received provisional approval and is effective, until amended, at a rate of 12%. The actual rates for the years ended June 30, 2022 and 2021 were approximately 10.95% and 11.37%, respectively, which is allowable because it is less than the provisional rate.

**Advertising policy**

The Organization uses advertising to inform the community about the programs it offers and the availability of services. Advertising is expensed as incurred. The total cost of advertising for the years ended June 30, 2022 and 2021 was \$6,696 and \$28,130, respectively.

**Debt Issuance Costs**

During the year ended June 30, 2019, the Organization retrospectively adopted the provisions of the FASB Accounting Standards Update (ASU) No. 2015-03, "*Simplifying the Presentation of Debt Issuance Costs*." The ASU is limited to simplifying the presentation of debt issuance costs, and the recognition and measurement guidance for debt issuance costs is not affected by the ASU. Amortization expense of \$887 has been included with interest expense in the consolidated statements of functional expenses for both 2022 and 2021.

**Revenue Recognition Policy**

The Organization derives revenue primarily from grants, contracts, and contributions. Grants are recognized as revenue upon receipt. Revenue from contracts is recognized when the service has been performed. Contributions are recognized as revenue when the donor makes a pledge to give that is, in substance, an unconditional promise. Contributions are recorded as with donor restrictions or without donor restrictions.

**Other Matters**

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread continue to affect the Organization's business. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization's financial operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic.

During the years ended June 30, 2022 and 2021, and through the date of this report, the Organization has not experienced a significant decline in revenues, nor a significant change in its operations.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021****New Accounting Pronouncement**

In September 2020, the FASB issued Accounting Standards Update (ASU) No. 2020-07, Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets, intended to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind, for not-for-profit organizations. Examples of contributed nonfinancial assets include fixed assets such as land, buildings, and equipment; the use of fixed assets or utilities; materials and supplies, such as food or clothing; intangible assets; and recognized contributed services. The ASU requires a not-for-profit organization to present contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash or other financial assets. It also requires certain disclosures for each category of contributed nonfinancial assets recognized. The Organization adopted the new standard effective July 1, 2021.

**NOTE 2. LIQUIDITY AND AVAILABILITY**

The following represents the Organization's financial assets as of June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Financial assets at year-end:		
Cash and cash equivalents, undesignated	\$ 3,827,664	\$ 3,237,032
Restricted cash, Guardianship Services Program	977,227	1,317,839
Accounts receivable	1,807,274	1,617,249
Pledges receivable	169,196	216,423
Restricted cash	<u>410,431</u>	<u>439,822</u>
Total financial assets	<u>7,191,792</u>	<u>6,828,365</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	259,698	483,385
Restricted cash, Guardianship Services Program	977,227	1,317,839
Restricted cash	410,431	439,822
Less net assets with time restrictions to be met in less than a year	<u>(207,879)</u>	<u>(412,665)</u>
Amounts not available within one year	<u>1,439,477</u>	<u>1,828,381</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 5,752,315</u>	<u>\$ 4,999,984</u>

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

It is the Organization's goal to maintain financial assets to meet 60 days of operating expenses which approximates \$5,899,000 and \$3,569,000 at June 30, 2022 and 2021, respectively.

**NOTE 3. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consist of cash on hand, funds on deposit with financial institutions, and investments with original maturities of three months or less. At year end and throughout the year, the Organization's cash balances were deposited with multiple financial institutions. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) for each financial institution up to \$250,000. Cash balances may exceed the insured limits at times throughout the year.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position that sum to the total in the statements of cash flows as of June 30:

	<u>2022</u>	<u>2021</u>
Cash, operations	\$ 3,827,664	\$ 3,237,032
Restricted cash, current	977,227	1,317,839
Restricted cash, long term	<u>410,431</u>	<u>439,822</u>
Total cash and restricted cash	<u>\$ 5,215,322</u>	<u>\$ 4,994,693</u>

**Cash Restrictions**

The Organization is required to maintain a deposit account with a bank as part of the loan security agreement disclosed at Note 7. It is required to maintain a balance of \$19,968 in the account, which is restricted from withdrawal except to make payments of debt service or as approved by the U.S. Department of Agriculture.

Amounts withdrawn to make payments of debt service must be replenished with monthly deposits until the maximum required deposit balance is achieved. The balance as of June 30, 2022 and 2021 was \$20,069 and \$20,059, respectively. The Organization has made all of their scheduled deposits for the years ended June 30, 2022 and 2021. These amounts are included in restricted cash in the Consolidated Statements of Financial Position.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

The Organization is required to maintain a deposit account with another bank as part of a bond issue (see bond payable in Note 7). The required balance in the account is \$173,817 and is equal to 12 monthly payments. The balance as of June 30, 2022 and 2021 was \$174,807 and \$174,755, respectively, and the Organization was in compliance with this requirement. These amounts are included in restricted cash in the Consolidated Statements of Financial Position.

The Organization maintains a deposit account on behalf of clients who participate in the Guardianship Services Program. The balance in the account is restricted for use on behalf of these clients and an offsetting liability is reported on the financial statements as other current liabilities. The total current liability related to this restriction at June 30, 2022 and 2021 was \$977,227 and \$1,317,839, respectively. These amounts are included in other liabilities on the Statements of Financial Position. The total restricted cash within this account at June 30, 2022 and 2021 was \$977,227 and \$1,317,839, respectively, and is included in the restricted cash, Guardianship Services Program balance on the Statements of Financial Position.

Certain cash accounts related to Cornerstone Housing North, Inc. are restricted for certain uses in the Organization under rules and regulations prescribed by the Department of Housing and Urban Development. The total amount restricted at June 30, 2022 and 2021 was \$215,555 and \$245,008, respectively. See Note 15.

**NOTE 4. INVENTORY**

In 2022 and 2021, inventory included weatherization materials which had been purchased in bulk. These items are valued at the most recent cost. A physical inventory is taken annually. Cost is determined using the first-in, first-out (FIFO) method. Inventory at June 30, 2022 and 2021 consists of weatherization materials, totaling \$59,759 and \$52,985, respectively.

**NOTE 5. PROPERTY**

Property consists of the following at June 30, 2022:

	<b>Capitalized Cost</b>	<b>Accumulated Depreciation</b>	<b>Net Book Value</b>
Building	\$ 10,039,601	\$ 4,426,613	\$ 5,612,988
Equipment	2,329,022	1,661,996	667,026
Construction in progress	6,688	-	6,688
Land	<u>418,840</u>	<u>-</u>	<u>418,840</u>
	<b><u>\$12,794,151</u></b>	<b><u>\$ 6,088,609</u></b>	<b><u>\$ 6,705,542</u></b>

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

Property consists of the following at June 30, 2021:

	<u>Capitalized Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
Building	\$ 9,931,953	\$ 4,233,084	\$ 5,698,869
Equipment	2,394,489	1,617,101	777,388
Construction in progress	172,653	-	172,653
Land	<u>418,840</u>	<u>-</u>	<u>418,840</u>
	<u>\$12,917,935</u>	<u>\$ 5,850,185</u>	<u>\$ 7,067,750</u>

The Organization has use of computers and equipment which are the property of state and federal agencies under grant agreements. The equipment, whose book value is immaterial to the financial statements, is not included in the Organization's property and equipment totals.

Depreciation expense for the years ended June 30, 2022 and 2021 totaled \$519,334 and \$449,415, respectively.

**NOTE 6. ACCRUED COMPENSATED ABSENCES**

For the years ending June 30, 2022 and 2021, employees of the Organization were eligible to accrue vacation for a maximum of 160 hours. At June 30, 2022 and 2021, the Organization had accrued a liability for future annual leave time that its employees had earned and vested in the amount of \$228,342 and \$233,907, respectively.

**NOTE 7: LONG TERM DEBT**

The long term debt of the Organization as of June 30, 2022 and 2021 consisted of the following:

	<u>2022</u>	<u>2021</u>
Note payable with the USDA requiring 360 monthly installments of \$1,664, including interest at 5% per annum. Secured by general business assets. Final installment due January 2027.	\$ 80,546	\$ 96,062

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
Note payable with a bank requiring 120 monthly installments of \$2,936, including interest at 4% per annum. Secured by first mortgages on two commercial properties. Final installment due April 2031.	261,160	285,268
Bond payable with a bank requiring monthly installments of \$14,485, including interest of 2.75% plus the bank's internal cost of funds multiplied by 67% with an indicative rate of 3.28%. Secured by first commercial real estate mortgage on various properties and assignments of rents at various properties. Final installment due August 2040.	2,377,169	2,467,774
Cornerstone Housing North, Inc. capital advance due to the U.S. Department of Housing and Urban Development. This capital advance is not subject to interest or principal amortization and will be forgiven after 40 years, or in August 2047.	1,617,600	1,617,600
Cornerstone Housing North, Inc. mortgage payable due to New Hampshire Housing Finance Authority. The mortgage is not subject to interest or principal amortization. Payments are deferred for 40 years; final payment due in August 2047.	<u>250,000</u>	<u>250,000</u>
Total long term debt before unamortized debt issuance costs	4,586,475	4,716,704
Unamortized debt issuance costs	<u>(9,157)</u>	<u>(10,044)</u>
Total long term debt	4,577,318	4,706,660
Less current portion due within one year	<u>(134,452)</u>	<u>(129,155)</u>
	<u>\$ 4,442,866</u>	<u>\$ 4,577,505</u>



**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

The scheduled maturities of long-term debt as of June 30, 2022 were as follows:

<u>Years ending</u> <u>June 30</u>	<u>Amount</u>
2023	\$ 134,452
2024	139,961
2025	145,697
2026	151,677
2027	148,112
Thereafter	<u>3,866,576</u>
	<u>\$ 4,586,475</u>

As described at **Note 3**, the Organization is required to maintain a reserve account with a bank for the first two notes payable listed above.

**NOTE 9. DEMAND NOTE PAYABLE**

The Organization has available a \$750,000 line of credit with its primary financial institution which is secured by real estate mortgages and assignments of leases and rents on various properties as disclosed in the line of credit agreement. Borrowings under the line bear interest for the years ended June 30, 2022 and 2021 at 5.75% and 4.25% per annum, respectively. There was no balance outstanding at June 30, 2022 and 2021. The line is subject to renewal each January.

**NOTE 10. OPERATING LEASES**

The Organization has entered into numerous lease commitments for space and office equipment. Leases under non-cancelable lease agreements have various starting dates, lengths, and terms of payment and renewal. Additionally, the Organization has several facilities which are leased on a month to month basis. For the years ended June 30, 2022 and 2021, the annual rent expense for leased facilities and office equipment totaled \$141,820 and \$138,598, respectively.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

Future minimum lease payments under non-cancelable operating leases having initial terms in excess of one year as of June 30, 2022, are as follows:

<b>Years ending June 30</b>	<b>Amount</b>
2023	\$ 99,533
2024	43,884
2025	43,884
2026	42,579
2027	<u>3,512</u>
	<u>\$ 233,392</u>

**NOTE 11. IN-KIND CONTRIBUTIONS**

The Organization records the value of in-kind contributions according to the accounting policy described in Note 1. The Head Start, Transportation and Elder programs rely heavily on volunteers who donate their services to the Organization. These services are valued based upon the comparative market wage for similar paid positions.

The fair value of donated services included as contributions in the consolidated financial statements and the corresponding program expenses for the year ended June 30, 2022 are as follows:

	<b><u>Head Start</u></b>	<b><u>Senior Meals</u></b>	<b><u>Total</u></b>
Professional services and services for disabled	\$ 2,479	\$ -	\$ 2,479
Packing, setup, and delivery of congregate and home delivered meals	<u>-</u>	<u>55,360</u>	<u>55,360</u>
Total	<u>\$ 2,479</u>	<u>\$ 55,360</u>	<u>\$ 57,839</u>

The fair value of donated services included as contributions in the consolidated financial statements and the corresponding program expenses for the year ended June 30, 2021 are as follows:

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>Head Start</u>	<u>Transit</u>	<u>Total</u>
Professional services and services for disabled	\$ 11,274	\$ -	\$ 11,274
Volunteer driver program	<u>                    -</u>	<u>          29,663</u>	<u>          29,663</u>
Total	<u>\$ 11,274</u>	<u>\$ 29,663</u>	<u>\$ 40,937</u>

Numerous volunteers have donated significant amounts of time to the Organization's program services. Although no amounts have been reflected in the consolidated financial statements, management estimates the fair value of those services to be approximately \$277,300 and \$340,000 for the years ended June 30, 2022 and 2021, respectively.

The Organization is also the beneficiary of a donation of in kind in the form of below market rent for some of the facilities utilized by the Head Start and Elder programs. The value of the in-kind rent is recorded at the difference between the rental payment and the market rate for the property based upon a recent appraisal.

The fair value of donated facilities included as contributions in the consolidated financial statements and the corresponding program expenses for the year ended June 30, 2022 are as follows:

	<u>Head Start</u>	<u>Senior Meals</u>	<u>Total</u>
Difference between rent paid and market rate	<u>\$ 58,230</u>	<u>\$ 1,800</u>	<u>\$ 60,030</u>

The fair value of donated facilities included as contributions in the consolidated financial statements and the corresponding program expenses for the year ended June 30, 2021 are as follows:

	<u>Head Start</u>	<u>Senior Meals</u>	<u>Total</u>
Difference between rent paid and market rate	<u>\$ 115,433</u>	<u>\$ 1,800</u>	<u>\$ 117,233</u>

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

The fair value of other gifts in kind included as contributions in the consolidated financial statements and the corresponding program expenses for the year ended June 30, 2022 are as follows:

	<u>Head Start</u>	<u>Housing</u>	<u>Total</u>
Employee use of home	\$ 56,788	\$ -	\$ 56,788
Donated goods	-	1,400	1,400
Hotel rooms for homeless clients	-	52,284	52,284
Total	<u>\$ 56,788</u>	<u>\$ 53,684</u>	<u>\$ 110,472</u>

The fair value of other gifts in kind included as contributions in the consolidated financial statements and the corresponding program expenses for the year ended June 30, 2021 are as follows:

	<u>Head Start</u>	<u>Housing</u>	<u>Total</u>
Employee use of home	\$ 147,567	\$ -	\$ 147,567
Donated goods	-	2,385	2,385
Hotel rooms for homeless clients	-	56,458	56,458
Total	<u>\$ 147,567</u>	<u>\$ 58,843</u>	<u>\$ 206,410</u>

**NOTE 12. CONCENTRATION OF RISK**

Tri-County Community Action Program, Inc. receives a majority of its support from federal and state governments. For the years ended June 30, 2022 and 2021, approximately \$32,598,596 (88%) and \$18,238,690 (76%), respectively, of the Organization's total revenue was received from federal and state governments. If a significant reduction in the level of support were to occur, it would have a significant impact on the Organization's programs and activities.

Cornerstone Housing North, Inc. receives a large majority of its support from the U.S. Department of Housing and Urban Development. For the years ended June 30, 2022 and 2021, approximately 67% and 68%, respectively, of the Organization's total revenue was derived from the U.S. Department of Housing and Urban Development. In the absence of additional revenue sources, the future existence of Cornerstone Housing North, Inc. is dependent upon the funding policies of the U.S. Department of Housing and Urban Development.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

The majority of Cornerstone Housing North, Inc.'s assets are apartment projects, for which operations are concentrated in the elderly person's real estate market. In addition, the Organization operates in a regulated environment. The operation of the Organization is subject to administrative directives, rules and regulations of federal, state and local regulatory agencies, including, but not limited to, HUD. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the administrative burden, to comply with the change.

**NOTE 13. NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are available for the following specific program services as of June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Temporary Municipal Funding	\$ 169,196	\$ 216,423
Restricted Buildings	38,084	39,913
Loans – HSGP	24,234	24,403
FAP/EAP	12,079	16,330
RSVP Program Funds	6,255	5,887
CC Coos	6,132	-
Head Start	2,370	-
RSVP – Matter to Balance	500	500
CC Carroll	427	-
CC Grafton	421	-
Head Start	-	5,856
10 Bricks Shelter Funds	-	17
FAP	-	174,056
	<u>                  </u>	<u>                  </u>
Total net assets with donor restrictions	<u>\$ 259,698</u>	<u>\$ 483,385</u>

**NOTE 14. COMMITMENTS AND CONTINGENCIES****Grant Compliance**

The Organization receives funds under several federal and state grants. Under the terms of the grants the Organization is required to comply with various stipulations including use and time restrictions. If the Organization was found to be noncompliant with the provisions of the grant agreements, the Organization could be liable to the grantor or face discontinuation of funding.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

**Environmental Contingencies**

On March 30, 2009, the Organization's Board of Directors agreed to secure ownership of a 1.2-acre site located in Berlin, New Hampshire. There are 2 buildings on this site designated as the East Wing and West Wing Buildings which were formerly used as a research and development facility for the Berlin Mills Company.

The exterior soil and interior parts of the East Wing Building contained contaminants which required environmental remediation. In a letter dated May 2, 2012, the State of New Hampshire Department of Environment Services (the Department) noted that the remedial actions for the exterior soils and parts of the East Wing Building had been completed to the Department's satisfaction.

In addition, the Department noted that the contaminants related to the West Wing Building did not pose an exposure hazard to site occupants, area residents, and the environment, provided the West Wing Building is maintained to prevent further structural deterioration. If further deterioration occurs and contaminants are released into the environment, the Organization could be required to take additional action including containment and remediation.

**Loss Contingencies**

During the year ended June 30, 2018 and subsequently, legal actions were brought against the Organization. The Organization accrued \$41,291 as of June 30, 2022 as that is the expected amount that the Organization will be held liable for.

**NOTE 15. REPLACEMENT RESERVE AND RESIDUAL RECEIPTS ACCOUNTS**

Under Cornerstone Housing North, Inc.'s regulatory agreement with HUD, the Organization is required to set aside amounts into a replacement reserve for the replacement of property and other project expenditures approved by HUD. HUD-restricted deposits of \$208,162 and \$181,723 were held in a segregated account at June 30, 2022 and 2021, respectively. HUD-restricted deposits generally are not available for operating purposes.

Cornerstone Housing North, Inc.'s use of the residual receipts account is contingent upon HUD's prior written approval. Residual receipts of \$3,003 and \$59,517 were held in a segregated account for the years ended June 30, 2022 and 2021, respectively.

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. AND AFFILIATE**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

Under the regulatory agreement, Cornerstone Housing North, Inc.'s is required to set aside amounts for the return of resident paid deposits. At June 30, 2022 and 2021 \$4,390 and \$3,768, respectively, were held in a segregated account and generally are not available for operating purposes.

HUD has initiated policies to recapture funds built up in residual receipts accounts upon renewal of the Organization's project rental assistance contract. The policies direct that the amounts in excess of certain limits in the residual receipts account be (a) used to offset rent subsidies due from HUD under HAP contracts, or (b) remitted directly to HUD. The policies generally require project owners to limit the monies accumulated in the residual receipts account to \$250 per unit.

In accordance with the policy noted above, the Organization was required to remit funds to HUD totaling \$71,396 during the year ended June 30, 2022.

**NOTE 16. RECLASSIFICATION**

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

**NOTE 17. SUBSEQUENT EVENTS**

The Organization has evaluated events through November 15, 2022, which is the date that the financial statements were available to be issued.

TRI-COUNTY COMMUNITY ACTION PROGRAM, INC.  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2022

FEDERAL GRANTOR/PROGRAM TITLE	FEDERAL ALN	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S IDENTIFYING NUMBER	FEDERAL EXPENDITURES
<u>U.S. Department of Health and Human Services</u>				
<u>HEAD START CLUSTER</u>				
Head Start	93.600		01CH011936-01-00	\$ 1,469,171
Head Start	93.600		01CH011936-02-00	1,175,150
CRSSA-Head Start	93.600		01HE001251-01-01	14,097
ARPA-Head Start	93.600		01HE001251-01-01	102,741
			<u>CLUSTER TOTAL</u>	<u>2,761,159</u>
Low-Income Home Energy Assistance	93.568	State of New Hampshire Office of Energy and Planning	G-21B1NHLIEA	1,440,623
Low-Income Home Energy Assistance	93.568	State of New Hampshire Office of Energy and Planning	52BGARP22	5,686,465
CV-Low-Income Home Energy Assistance	93.568	State of New Hampshire Office of Energy and Planning	2001NHE5C3	409,927
Low-Income Home Energy Assistance	93.568	State of New Hampshire Office of Energy and Planning	G-2001NHLIEA	193,625
ARPA-Low-Income Home Energy Assistance	93.568	State of New Hampshire Office of Energy and Planning	G-2001NHLIEA	468,360
			<u>TOTAL</u>	<u>8,199,000</u>
<u>AGING CLUSTER</u>				
Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers (SEAS)	93.044	State of New Hampshire Office of Energy and Planning	18AANH3SS	6,218
Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers (Sr. Wheels)	93.044	State of New Hampshire Department of Health and Human Services	512-500352	91,009
			<u>TOTAL</u>	<u>97,227</u>
Special Programs for the Aging - Title III, Part C - Nutrition Services (Congregate & HD Meals)	93.045	State of New Hampshire Department of Health and Human Services	541-500386	284,480
Special Programs for the Aging - Title III, Part C - HDCS	93.045	State of New Hampshire Department of Health and Human Services		58,750
CV-Special Programs for the Aging-Title III, Part C - Nutrition Services (Congregate & HD Meals)	93.045	State of New Hampshire Department of Health and Human Services		15,612
			<u>TOTAL</u>	<u>358,842</u>
Nutrition Services Incentive Program (NSIP)	93.053	State of New Hampshire Department of Health and Human Services	NONE	88,214
			<u>CLUSTER TOTAL</u>	<u>544,283</u>
Community Services Block Grant	93.569	State of New Hampshire Department of Health and Human Services	102-500731	
CV - Community Services Block Grant	93.569	State of New Hampshire Department of Health and Human Services	102-500731	707,458
			<u>TOTAL</u>	<u>707,458</u>
Temporary Assistance for Needy Families (JARC)	93.558	State of New Hampshire Department of Health and Human Services	1802NHTANF	24,800
Activities to Support STLT Health Department Response to Public Health or Healthcare Crises	93.391	State of New Hampshire Department of Health and Human Services	NH75OT000031	21,182
Social Services Block Grant (Title XX (S&R))	93.667	State of New Hampshire Department of Health and Human Services	545-500387	106,837
Social Services Block Grant (Title XX HD)	93.667	State of New Hampshire Department of Health and Human Services	544-500386	85,043
Social Services Block Grant (Guardianship)	93.667	State of New Hampshire Department of Health and Human Services	102-500731	13,742
			<u>TOTAL</u>	<u>205,422</u>
Provider Relief Fund	93.498			75,211
Projects for Assistance in Transition from Homelessness	93.150	State of New Hampshire Office of Human Services, Bureau of Homeless	05-95-42-423010-7926	52,372
<b>Total U.S. Department of Health and Human Services</b>				<b>\$ 12,590,867</b>



TRI-COUNTY COMMUNITY ACTION PROGRAM, INC.SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2022

FEDERAL GRANTOR/PROGRAM TITLE	FEDERAL ALN	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S IDENTIFYING NUMBER	FEDERAL EXPENDITURES
<u>U.S. Department of Energy</u>				
Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Service	EE0007935	\$ 302,299
Total U.S. Department of Energy				\$ 302,299
<u>U.S. Corporation for National and Community Service</u>				
Retired and Senior Volunteer Program	94.002		19SRANH001	\$ 67,706
Total U.S. Corporation for National and Community Service				\$ 67,706
<u>U.S. Department of Agriculture</u>				
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	NONE	\$ 135,249
<b>FOOD DISTRIBUTION CLUSTER</b>				
Emergency Food Assistance Program	10.569	BMCAP	CLUSTER TOTAL	17,269
Total U.S. Department of Agriculture				\$ 152,518
<u>U.S. Department of Transportation</u>				
Formula Grants for Rural Areas (Section 5311)	20.509	State of New Hampshire Department of Transportation	NH-18-X046	\$ 383,553
<b>TRANSIT SERVICES PROGRAMS CLUSTER</b>				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	State of New Hampshire Department of Transportation	NH-65-X006	145,560
			CLUSTER TOTAL	145,560
Total U.S. Department of Transportation				\$ 529,113
<u>U.S. Department of Housing and Urban Development</u>				
Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	102-500731	\$ 10,543
CV-Emergency Solutions Grant Program	14.231	State of NH Governor's Office for Emergency Relief & Recovery	SS-2021-DEHS-06-EMERG-13	467,492
			TOTAL	478,035
Continuum of Care Program (HOIP)	14.267	State of New Hampshire Department of Health and Human Services	NH0020H1001811	32,704
Continuum of Care Program (HOIP)	14.267	State of New Hampshire Department of Health and Human Services	SS-2019-BHHS-01-Coord-04	130,258
Continuum of Care Program (HOIP)	14.267	State of New Hampshire Department of Health and Human Services	NH0120T1G00190	42,722
			TOTAL	205,684
Total U.S. Department of Housing and Urban Development				\$ 683,719

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC.****SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2022**

FEDERAL GRANTOR/PROGRAM TITLE	FEDERAL ALN	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S IDENTIFYING NUMBER	FEDERAL EXPENDITURES
<b><u>U.S. Department of the Treasury</u></b>				
Coronavirus Relief Fund	21.019	State of NH Governor's Office of Emergency Relief and Recovery Shelter Program		39,936
Coronavirus Relief Fund	21.019	State of NH Governor's Office of Emergency Relief and Recovery Housing Stabilization Fund		252
Coronavirus Relief Fund	21.019	State of NH Governor's Office of Emergency Relief and Recovery Healthcare System Relief		10,000
			TOTAL	<u>50,188</u>
Emergency Rental Assistance Program	21.023	NH Housing Finance Authority		<u>16,784,198</u>
Total U.S. Department of the Treasury				<u>\$ 16,834,386</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>				<u><b>\$ 31,160,608</b></u>

**NOTE A - BASIS OF PRESENTATION**

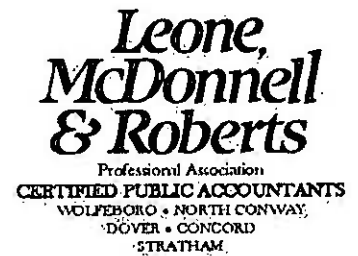
The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Tri-County Community Action Program, Inc. under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Tri-County Community Action Program, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**NOTE C - INDIRECT RATE**

Tri-County Community Action Program Inc. has elected to not use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



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

To the Board of Directors of  
Tri-County Community Action Program, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tri-County Community Action Program, Inc. (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of functional expenses, and cash flows for the years then ended, the related statement of activities for the year ended June 30, 2022, and the related notes to the financial statements, and have issued our report thereon dated November 15, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Tri-County Community Action Program, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tri-County Community Action Program, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Tri-County Community Action Program, Inc.'s internal control.

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

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

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

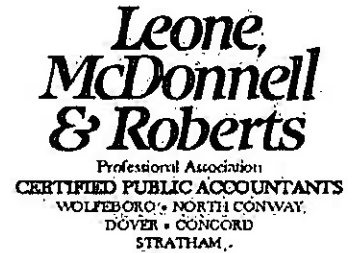
As part of obtaining reasonable assurance about whether Tri-County Community Action Program, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could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

### **Purpose of This Report**

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

*Leone McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
November 15, 2022



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

To the Board of Directors of  
Tri-County Community Action Program, Inc.

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

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

We have audited Tri-County Community Action Program, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Tri-County Community Action Program, Inc.'s major federal programs for the year ended June 30, 2022. Tri-County Community Action Program, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Tri-County Community Action Program, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

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

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

We are required to be independent of Tri-County Community Action Program, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Tri-County Community Action Program, Inc.'s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Tri-County Community Action Program, Inc.'s federal programs.

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Tri-County Community Action Program, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Tri-County Community Action Program, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Tri-County Community Action Program, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

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

### Report on Internal Control over Compliance

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

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

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

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

*Leone McDonnell & Roberts*  
*Professional Association*

North Conway, New Hampshire  
November 15, 2022

**TRI-COUNTY COMMUNITY ACTION PROGRAM, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2022**

1. The auditors' report expresses an unmodified opinion on the financial statements of Tri-County Community Action Program, Inc.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Tri-County Community Action Program, Inc. which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs during the audit are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance*.
5. The auditors' report on compliance for the major federal award programs for Tri-County Community Action Program, Inc. expresses an unmodified opinion on all major programs.
6. No audit findings that are required to be reported in accordance with 2 CFR 200.516(a) are reported in this Schedule.
7. The programs tested as major programs included:
  - U.S. Department of Health & Human Services, Head Start – ALN 93.600
  - U.S. Department of the Treasury, Emergency Rental Assistance Program – ALN 21.023
  - U.S. Department of Health & Human Services, Aging Cluster – ALN 93.044, 93.045, 93.053
8. The threshold for distinguishing Type A and B programs was \$934,818.
9. Tri-County Community Action Program, Inc. was determined to be a low-risk auditee.

**FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

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

None





# TRI-COUNTY COMMUNITY ACTION

Serving Coös, Carroll & Grafton Counties since 1965

*Helping People. Changing Lives.*

## Board of Directors

FY2023

### Coos County

Board Chair

Sandy Alonzo

Business

Brian Hoffman

Business

Fay Pierce

Low Income

Brian Bresnahan

Low Income

### Carroll County

Charles Monaghan

Business

Melissa Mullen

Business

### Grafton County

Linda Massimilla

Elected Official

Ruth Heintz

Business Attorney

Richard Mcleod

Low Income

Treasurer

George Sykes

Elected Official

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## CORE STRENGTHS

Program development, management and administration ♦ Community collaborations  
 Development of policy, protocol, and service delivery to meet funder standards  
 Grant writing and management ♦ Budget performance and financial reporting  
 Innovative solutions & problem solving ♦ Capacity building  
 Professional presentations ♦ Public speaking  
 Dedication ♦ Imagination ♦ Determination ♦ Fortitude

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## PROFESSIONAL EXPERIENCE

**Tri-County Community Action Programs, Inc.**  
**Chief Executive Officer**  
**Berlin, NH 2018 - current FT employment**

**Tri-County Community Action Programs, Inc.**  
**Chief Operating Officer**  
**Berlin, NH 2016 - 2018**

Responsible for the operations of six agency Divisions with 15 individual programs that provide over 60 consumer services across three counties of Northern New Hampshire. Essential duties include; supervision of Division Directors, oversee and monitor program resources, revenues, expenditures and budget performance; tactical oversight of programs to meet or exceed agency defined strategic goals; develop and implement strategies to improve individual programs and overall agency program and fiscal performance; oversee and lead special projects such as the Annual Report, Strategic Plan, Community Needs Assessment process, and work with Senior Management Team to develop new service initiatives. Provide tactical guidance to Division Directors to trouble shoot issues and problems in the daily operations of programs.

**Tri-County Community Action Programs, Inc.**  
**Division Director: TCCAP Prevention Services**  
**Berlin, NH 2015-2016**

Responsible for four agency programs under the umbrella of TCCAP Prevention Services; oversee division resources, revenues, and expenditures and monitor budget performance; general oversight of programs to meet or exceed agency defined strategic goals; supervise program directors; write grants to support programs, monitor results, and prepare grant reports and financial statements for funders and agency; develop fundraising and marketing strategies for programs; represent program through participation in state and local initiatives relative to program/division goals and service delivery; collaborate with stakeholders and elected officials, including presenting legislative testimony.

**Tri-County Community Action Programs, Inc.**  
**Program/Division Director: Support Center at Burch House**  
**Littleton, New Hampshire 2007-2015**

Oversee daily operation and supervision of domestic and sexual violence crisis center and residential shelter; write grants to support programs, monitor results, and prepare grant reports and financial statements for funders and parent agency; oversee program resources, revenues and expenditures, and monitor budget performance and progress toward strategic goals; create and direct victim advocacy programs to ensure compliance with grant deliverables and applicable state and federal law; develop fundraising and marketing strategies; participate in state and local collaborations to enhance victim services; represent program in state and federal victim service initiatives, including presentation of legislative testimony; create and present trainings for medical and legal professionals on legal standards and best practices for victim services.

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**Bookkeeper: Women's Rural Entrepreneurial Network (WREN)****Bethlehem, NH current PT employment**

Responsible for grant fiscal tracking, reporting, funds release and account transfers, bi-weekly payroll and 941 payments, accounts payable and receivable, month end reconciliations for bank accounts, credit cards, petty cash, retail and market sales; monthly POS/QB reconciliation for three retail locations, preparing monthly cash flow, forecasts, and standard fiscal reports for Board of Directors.

**Tri-County Community Action Programs, Inc.****Direct Services/Volunteer Coordinator: Support Center at Barch House****Littleton, New Hampshire 1997 to 2007**

Provide advocacy and direct service to victims of domestic and sexual violence; supervise court advocacy programs; recruit, train and supervise staff, volunteers, and interns; develop agency systems, policies and protocols; create and present community outreach presentations and campaigns; present school-based violence prevention classes for grades K-12; provide on-call coverage of crisis line

**Director: Haverhill Area Juvenile Diversion Program****Woodsville, New Hampshire 1999-2001**

Recruit, train, and supervise volunteer diversion committees; establish community programming for diverted youth; supportive counseling of youth; maintain collaborative relationships between the court system, juvenile service officers, local police departments, and diversion program; prepare and file court reports on diverted youth; community outreach and education

**Counselor/Title I Teacher: Northern Family Institute-Jefferson Shelter****Jefferson, New Hampshire 1990-1999**

Provide individual supportive counseling to adjudicated youth, facilitate peer support groups, develop and implement treatment plans and case management services to clients, supervise and tutor youth in classroom setting, supervise youth in daily living skills

**Education**

**BS in Human Services, Springfield College School of Human Services, Boston, MA**  
Criminal Justice Concentration, *Graduated with 4.0 GPA*

**AS in Drug and Alcohol Rehabilitation Counseling (DARC Program)**  
**Southern Connecticut Community College, New Haven, CT**

**Additional Skills, Professional Leadership and Civic Affiliations**

- ♦ Chairman, Bethlehem Board of Selectmen, Town of Bethlehem Twice Elected 2006-2010
- ♦ Chairman, Arts Alliance of Northern New Hampshire 2000-2003, *Treasurer 1996-1998*
- ♦ Chairman, Haverhill Area Family Violence Council 1998-2003
- ♦ Certified PRIME FOR LIFE Impaired Driver Intervention Program Instructor #NH16199
- ♦ Registered Sexual Harassment Prevention Trainer in the State of New Hampshire
- ♦ Board Member, Women's Rural Entrepreneurial Network 2014; *Individual Member 2008-2017*
- ♦ Bethlehem Planning Board 2010 - 2015
- ♦ Bethlehem Conservation Commission 2006 - *current*
- ♦ Granite United Way, North Country Cabinet Member 2011-2012
- ♦ TCCAP: Commendation- Division Director Award, 2011
- ♦ Bethlehem Citizen's Advisory Committee on Recycling 2007-2010
- ♦ Licensed Foster Parent, State of NH 2000-2006
- ♦ Small Business Owner : Aurora Energies 2015- *current*
- ♦ Speakeasy Trio Jazz Vocalist/ Sweet Jamm Swing Band Jazz Vocalist 1997- *current*
- ♦ Member, United States Figure Skating Association/International Skating Institute *current since 1993*

**RANDALL S. PILOTTE**

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**SUMMARY**

Accounting professional with over 29 years of experience, of which 21 years were with a single private manufacturer. 16 years of experience managing accounting professionals. Key competencies include:

Financial Statements	Accounts Payables	Inventory	Fixed Assets
Payroll	Bank Reconciliations	Accounts Receivables	Sales/Use Tax
Budgeting	Cash Flow Management	Audits	Forecasting

**EXPERIENCE**

TRI-COUNTY COMMUNITY ACTION PROGRAM, INC., Berlin, NH

06/2013-Present

**CFO (2017 – Present)**

Work closely with the CEO, Treasurer and Finance Committee to identify performance goals for the Agency and to maintain systems to monitor performance against those goals. Plan, direct, coordinate, implement and evaluate the financial management systems and activities of the Agency with a budget of \$18M.

- Prepare/provides complete and accurate financial, statistical, and accounting records for the Agency and outside regulatory agencies.
- As a member of the senior management team, assists in the formulation and execution of corporate finance policies, objectives and programs.
- Prepares program and agency budgets in conjunction with the CEO and Program Directors. Plan, direct, coordinate, implement and evaluate fiscal performance reviews of Tri-County CAPs divisions.
- Hire, train, direct and evaluate employee performance within the department; recommend promotions and salary adjustments.
- Provides supervision and direction for the Facilities Management Team, ensuring that all mortgages, leases and covenants are maintained for Tri-County CAP's facilities. Creation of five-year capital plan.
- Reviews cash flows for each division, monitor cash management practices, and monitor investments associated with each property.
- Prepared five-year debt reduction plan.

**Fiscal Director/Interim CFO (2016 – 2017)**

- Direct and manage a fiscal staff of 5 and processes associated with the general ledger, payroll, and accounts payable, accounts receivable, cash receipts and fixed assets.
- Prepare and supervise the production of financial statements including Balance Sheet, Revenue and Expense Reports, and Cost Summaries on a monthly and annual basis.
- Maintain proper accounting controls on grants and contributions to ensure accurate revenue reporting and expense tracking to support periodic monitoring's by funders and auditors.
- Ensure all balance sheet, revenue and expense accounts are analyzed and reconciled periodically.
- Collaborate with Division Directors to monitor departmental revenue and expenses versus budget.
- Worked with the CFO to develop real time monthly and annual financial reporting, and implementing departmental goals.
- Prepare audit schedules for external auditors.
- Collaborate with external auditors in completing annual audit in a timely manner.

**Accounting Manager (2015-2016)**

**Sr. Accountant (2013-2014)**

**RANDALL PILOTTE RESUME:**

KENT NUTRITION GROUP, INC. (f/k/a Blue Seal Feeds, Inc.), Londonderry, NH

03/1989-09/2010

**Assistant Controller (2005-2010)**

- Ensured an accurate and timely monthly and year end close, consisting of the preparation of a consolidated and individual financial statement in accordance with GAAP for nine manufacturing plants and 11 retail stores with gross revenues in excess of \$200M. Additional responsibilities included preparing journal entries, account analysis, inventory review and observation, fixed assets, and depreciation.
- Managed, trained, and supervised a staff accountant responsible for ensuring accurate journal entries, inventory reconciliation, tonnage tax returns, bank reconciliations, and assignment of special projects.
- Oversaw all aspects of proprietary software, multi-state payroll system for 500 employees. Prepared all federal and state payroll tax reports, including quarterly and year-end returns, processing of W2s, and supervision of payroll clerk.
- Interfaced with 18 various banks throughout New England and Mid-Atlantic area used as depositories.
- Prepared multi-state sales/use tax returns and acted as point of contact for audits.
- Pro-actively coached and consulted plant and store management on the annual budget development process.
- Oversaw month-end accruals.
- Assisted and responded to auditors' requests on annual audit.
- Filed annual franchise and abandoned property reports with appropriate states.

**Accounting Manager (1999-2005)**

Supported the Corporate Controller's initiatives by providing supervision and oversight to the Accounting function. Supervised and trained two accounts payable clerks on Chart of Accounts, Accounts Payable, timely and accurate processing and payment of vendor's invoices, employee travel reimbursements, and standard accounting practices.

**Accountant/Payroll Supervisor (1994-1999)**

**Accountant (1989-1994)**

NORTHERN TELECOM, INC., Concord, NH

05/1987-03/1989

**Associate Results Accountant (1988-1989)**

**Accounts Payable (1987-1988)**

**EDUCATION**

Bachelor of Science, Accounting, FRANKLIN PIERCE COLLEGE, Concord, NH

**Brenda Gagne  
Chief Program Officer  
Tri County Community Action Program Inc.**

***Professional Summary:***

Successful oversight of the day to day aspects and operations of Tri County CAP's Transit, Guardianship and Energy Assistance Programs.

**Experience:**

**Tri County Community Action Program, Inc.**

**6/30/2020 - Present**

Department Head, Economic Supports

6/5/2022 Chief Programs Officer

**Tri County CAP, Inc.**

**Tri County Transit**

**31 Pleasant St.**

**Berlin NH 03570**

**5/2017 – 6/30/2020**

Director of Transportation

Responsibilities include;

Overseeing the operations and administrative functions of a social service transportation program serving Coos, Northern Grafton and Carroll Counties.

**Tri-County CAP, Inc.**

**Tri County Transit**

**31 Pleasant St.**

**Berlin NH 03570**

**7/2004-5/2017**

Operations Manager

Responsibilities include;

\*Running the daily operations of a public transit and para transit service.

\*Facility Management.

\*Gathering statistics

\*Quarterly reporting to NHDOT and BEAS.

\*Preparing quarterly invoices to BEAS and NHDOT

\*Weekly employee scheduling, staff management.

\*Creating procedure manuals

\*Grant writing

\*Budget preparation

\*Writing Warrant Articles

\*Drug & Alcohol Testing

\*Emergency Preparedness

**Mountain Village Construction**

**P.O. Box 96**

**Milan, N.H. 03588**

**5/1995 - 1/2004**

Accounts Manager/Office Manager

Responsibilities included;

- \*Customer service.
- \*Accounting using Quick Books Pro.
- \*Preparing payroll and Tax Payments.
- \*Preparing Customer Statements and Invoices.
- \*Accounts Receivable and Accounts Payable.
- \*Creating and running Profit and Loss Reports.
- \*Data Entry.
- \*Phone communications and general secretarial duties.

**Milan Parks and Recreation Dept.**

**P.O. Box 300**

**Milan, N.H. 03588**

**6/1997 - 3/2002**

**Parks and Recreation Director**

Responsibilities included;

- \*Directed and implemented sports and recreational programs for youth and adults for the Towns of Milan, West Milan, and Dummer.
- \*Development of new programs and year round activities.
- \*Producing yearly budgets.
- \*Equipment and materials purchasing.
- \*Organizing and supervising a large Volunteer staff.
- \*Working with the public to create new programs.
- \*Coordinating with the Milan Village School on athletic and after school programs.
- \*Applying for Federal and State Grants.

**Education:**

- Graduate Gorham High School  
Gorham NH
- Granite State College  
Emergency Management
- Southern New Hampshire University  
Bachelor of Business Administration

**NHDOT Courses**

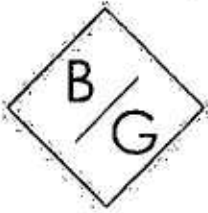
Fundamentals of Successful Project Management, MTAP/RTAP Financial Management Course  
Basics of Facilities Management Seminar (Facility Maintenance Plan), Transit Security Workshop  
FTA Drug & Alcohol Workshop, Emergency Planning and Disaster Management, NH Conference on Statewide  
Emergency Preparedness, Procurement for Small and Medium Transit Systems.

Certified Training and Safety Reviewer  
Community Transportation Association of America  
June 2009

Certified Safety and Security Officer  
Community Transportation Association of America  
10/2010

Tri State Transit Conference  
9/2007, 10/2008, 10/2010, 9/2011, 9/2013, 9/2014, 9/2016, 9/2017

Grant Writing Workshop  
New Hampshire Community Technical College  
Berlin NH 10/2005



# BETTY GILCRIS

## Summary

Detail-oriented and talented Director with excellent administrative, marketing, customer service and facility oversight skills. Proactive leader with strengths in communication and collaboration. Hardworking and reliable, highly organized, proactive and punctual with team-oriented mentality. More than 33 years as a Head Start employee. Highly effective and comfortable working with people at all levels in an organization. Committed to identifying and leveraging opportunities for growth and capable in successful conflict resolution. Expert in regulations, compliance and safety procedures. Volunteer, classroom substitute, and 1 on 1 child aide for 2 years, Preschool teacher for 12 years, management for 14 years and Director for 5 years.

## Skills

- Verbal and written communication
- Staff development
- Provide Supervisory training
- Positive behavior modeling
- Budgeting proficiency
- Learning management systems
- Family advocate
- Grant writing
- Presentation in small and large groups
- Conflict resolution
- Program management
- Analytical thinking

## Experience

### Health & Nutrition Department Head

07/2020 - Current

Tri County Community Action Program, Inc. | Berlin, NH

- Work closely with program team members to deliver TCCAP mission and vision through program requirements, developing solutions and meeting deadlines.
- Maintained updated knowledge through ongoing supervision and oversight of 4 programs within TCCAP. Head Start, Senior Meals, ServiceLink and Tamworth Dental Center.
- Collaborate with others to discuss new program and agency opportunities.

### Aide to Cook to Teacher to Manager to Director

01/1989 - 06/2020

Tri County Community Action Program, Inc., Head Start | Berlin, NH

- Developed and maintained positive relationships with employees.
- Established performance goals for the program and provided feedback on methods for reaching those milestones.
- Direct staff of 57 personnel and managed budget totaling over \$2,000,000 annually.
- Process monthly reports for program performance which includes federal and state required reporting.
- Cooperate and communicate effectively with staff, Head Start families, community partners and stakeholders to ensure client satisfaction and compliance with set standards.
- Achieved high staff morale and retention through effective communication, prompt problem resolution, proactive supervisory practices and facilitating a proactive work environment.
- Ensure our program provides a comprehensive early childhood education to children and supports parents as their child's primary educator.

## Education and Training

**Bachelor of Science:** Early Childhood Administration  
Granite State College | Littleton, NH

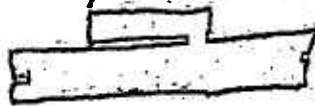
2006

## Activities and Honors

- Member of the Coos County Coalition for Young Children
- Member of the New England Head Start Association Board
- Member of the Governor Appointed Spark NH Leadership Team which recently transitioned the Council for Thriving Children. I am a member of the B-8 (birth - 8) workgroup for the council.
- Recognized regionally for over 30 years of Service with Head Start
- Eucharistic and Hospitality Minister at St. Marguerite, D'youville Parish



# Cheryl O'Malley



## Summary

I am a friendly, solutions driven, dedicated individual with extensive experience as a senior level manager in a nonprofit environment. I love to learn, and am always up for a challenge whatever the situation. I get along well with my peers, while also working efficiently on my own. I am seeking a position where I can continue to develop and excel while giving my best to an employer.

## Education

University of Rhode Island, South Kingstown, Rhode Island  
Bachelor of Science In Psychology - May 2002

## Employment History

ServiceLink Berlin, New Hampshire April 2019 – Present  
Program Manager  
All duties as listed below and including HR and Administration

ServiceLink, Berlin, New Hampshire August 2012 – April 2019  
*Options Counselor*  
In my role as Options Counselor, I assist people to manage the Medicare, Medicaid, Social Security and various disability programs. Work with my counterparts at government and other non-profit agencies to promote the well being and welfare of our mutual clients. I have overseen the Coos County veterans on the Veterans Initiative Program, responsible for the budget for the Coos County Caregiver budget, and act as Residential Counselor for Brookside Apartments.

SHIP certified  
AIRS certified  
Powerful Tools for Caregivers Certified  
Options Counseling/Person Centered Counseling  
Training for Caring for the Caregiver (Alzheimers Association)  
Extensive Veterans Training through VA  
Extensive Caregiver Training through Family Caregiver Subsidies program  
Training to Facilitate difficult family meetings using person centered approach

Morrison Nursing Home, Whitefield, New Hampshire August 2008 - May 2012  
*Social Services Director*  
Responsible for all aspects of admissions/discharges, point person/liaison for family issues of 57 bed nursing facility.  
Ensure resident/family satisfaction with care and environment, recognize and resolve concerns in proactive manner.  
Provide stress management for employees and job performance counseling.  
Ensure compliance with state and federal regulations in regard to resident documentation.

**Brockton Area Multiservices**

May 2001 - July 2008

*Assistant Director*

Personally accountable for the management of 6 residential group homes. Develop, implement and manage policies and procedures.

Ensure that all standards and licensing requirements are maintained.

Maintain high level of excellence in quality of life enhancement initiatives.

Manage all aspects of Human Resource issues related to hiring, evaluation, training and supervision

Network with other specialized outside agencies to provide enhancements to the lives of individuals in residential facilities

June 1995 - October 2002

**Tri-State Multi Services**

June 1995 - October 2002

*Recreational Therapist*

Worked with children and adolescents who displayed severe emotional and behavior problems. Formulated and implemented behavioral treatment plans in the home.

Responsible for creating a safe environment for individuals to expand their interpersonal skills within the community.

## Hobbies & Interests

- Recording Secretary position on Board of Directors of National Pyrenean Mastiff Dog Club
- Red Cross Volunteer
- NHPR Community Action Board Member

**Tri-County Community Action Program, Inc.**

Key Personnel  
Service Link

Name	Job Title	Salary	% of Salary Paid by contract	Amount paid by contract
Jeanne Robillard	CEO	\$132,000	N/A	N/A
Randall Pilotte	CFO	\$90,000	N/A	N/A
Brenda Gagne	CPO	\$77,080	N/A	N/A
Betty Gilcris	Department Head	\$67,498	8%	\$5,399.40
Cheryl O'Malley	Program Director	\$45,000	90%	\$40,500

MAY 17 '22 PM 3:25 RCVD



Lori A. Sibillette  
Commissioner

Melissa A. Hardy  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

GAC  
20

May 6, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to amend existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services, by exercising a renewal option by increasing the total price limitation by \$6,512,983 from \$6,506,928.02 to \$13,019,911.02 and by extending the completion dates from June 30, 2022 to June 30, 2024, effective upon Governor and Council approval. 57.23% Federal and 42.77% General Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval Date
Behavioral Health & Developmental Services of Strafford County, Inc., Rochester, NH	177 278	Rockingham and Strafford County	\$1,893,476.60	\$1,878,962	\$3,772,438.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH	177 203	Merrimack County	\$660,553.64	\$655,232	\$1,315,785.64	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Easter Seals New Hampshire, Inc.	177 204	Hillsborough County excluding Antrim, Bennington, Frankestown,	\$834,693.24	\$821,626	\$1,656,319.24	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County				
Grafton County Senior Citizens Council, Inc.	177 675	Grafton County	\$649,130.58	\$645,746	\$1,294,876.58	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Partnership for Public Health, Inc.	165 635	Belknap and Carroll County	\$899,967.94	\$889,650	\$1,789,617.94	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A) A2: 3/23/22 G&C (Item #28)
Monadnock Collaborative d/b/a NH Care Collaborative	159 303	Cheshire County, Sullivan County, and Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,191,284.42	\$1,245,393	\$2,438,677.42	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
Tri-County Community Action Program, Inc.	177 195	Coos County	\$377,821.60	\$376,374	\$754,195.60	O: 5/20/20 (Item #18) A1: 12/30/20 Governor Approval 2/17/21 G&C (Informational Item A)
		<b>Total:</b>	<b>\$6,606,928.02</b>	<b>\$6,612,983</b>	<b>\$13,019,911.02</b>	

Funds are available in the following accounts for State Fiscal Year 2023 and are anticipated to be available for State Fiscal year 2024, 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.

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

### **EXPLANATION**

The purpose of this request is to continue providing services through ServiceLink Aging and Disability Resource Centers, State Health Insurance Assistance Program Trainer Services and Medicaid Eligibility Coordinator services statewide.

Approximately 71,000 individuals will be served annually.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners promote the independence and well-being of the people they serve at locally-based offices and many satellite offices throughout New Hampshire.

The Department will monitor services by:

- The Contractor shall provide follow-up to 100% of individuals who meet the standard for required follow-up.
- The Contractor shall provide screening to 100% of individuals under the No Wrong Door process.
- The Contractor shall provide Family Caregiver Support respite services to 100% of individuals who are eligible.

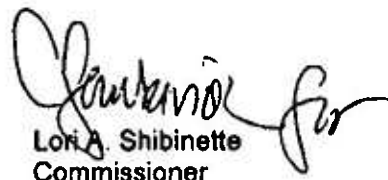
As referenced in Exhibit A, Revision to Standard Contract Provisions, of the original agreements, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, the Department may not be able to comply with RSA 151-E:5 which mandates the establishment of a system of community-based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community-based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Source of Funds: Assistance Listing Number (ALN #) 93.071, FAIN# 2001NHMIDR; ALN# 93.667, FAIN# 2101NHSOSR; ALN# 93.778, FAIN# Medicaid; ALN# 93.052, FAIN# 21AANHT3FC; ALN# 93.324, FAIN# 90SA0003-04; ALN# 93.048, FAIN# 90MP0176-03; ALN# 93.791, FAIN# 1LICMS300148-01; ALN# 93.044, 2001NHSSC3-00; ALN# 93.044, 2101NHSSC6-00

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

Respectfully submitted,

  
Lori A. Shabinette  
Commissioner

ServiceLink Aging and Disability Resource Center Services

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21, 22, 23, 24

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Note: "Grants for P.A.&R." = Grants for Public Assistance and Relief

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$259,250.64	\$0.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2023	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$257,931.00	\$257,931.00
545-500387	I & R Contracts	2024	\$0.00	\$15,685.00	\$15,685.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$656,551.64	\$655,232.00	\$1,311,783.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$183,327.93	\$0.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2023	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$182,368.00	\$182,368.00
545-500387	I & R Contracts	2024	\$0.00	\$11,010.00	\$11,010.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$441,715.44	\$440,756.00	\$882,471.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$453,179.75	\$0.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2023	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2023	\$0.00	\$67,000.00	\$67,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$450,540.00	\$450,540.00
545-500387	I & R Contracts	2024	\$0.00	\$26,393.00	\$26,393.00
570-500928	Family Caregiver	2024	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$1,090,506.16	\$1,087,866.00	\$2,178,372.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$343,839.58	\$0.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2023	\$0.00	\$16,213.00	\$16,213.00

ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$54,000.00	\$54,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$340,600.00	\$340,600.00
545-500387	I & R Contracts	2024	\$0.00	\$16,213.00	\$16,213.00
570-500928	Family Caregiver	2024	\$0.00	\$54,000.00	\$54,000.00
		Subtotal	\$824,865.24	\$821,626.00	\$1,646,491.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$265,566.97	\$0.00	\$265,566.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2023	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2023	\$0.00	\$40,500.00	\$40,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$264,727.00	\$264,727.00
545-500387	I & R Contracts	2024	\$0.00	\$17,646.00	\$17,646.00
570-500928	Family Caregiver	2024	\$0.00	\$40,500.00	\$40,500.00
		Subtotal	\$646,585.58	\$645,746.00	\$1,292,331.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$338,427.04	\$0.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2022	\$337,107.04	\$0.00	\$337,107.04
545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2023	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2023	\$0.00	\$81,000.00	\$81,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$337,107.00	\$337,107.00
545-500387	I & R Contracts	2024	\$0.00	\$21,718.00	\$21,718.00
570-500928	Family Caregiver	2024	\$0.00	\$81,000.00	\$81,000.00
		Subtotal	\$880,969.94	\$879,650.00	\$1,760,619.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$470,055.81	\$0.00	\$470,055.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2022	\$468,735.81	\$59,427.00	\$528,162.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2023	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2023	\$0.00	\$67,500.00	\$67,500.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$468,736.00	\$468,736.00
545-500387	I & R Contracts	2024	\$0.00	\$31,747.00	\$31,747.00
570-500928	Family Caregiver	2024	\$0.00	\$67,500.00	\$67,500.00
		Subtotal	\$1,137,286.42	\$1,195,393.00	\$2,332,679.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Sves	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$151,140.29	\$0.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2023	\$0.00	\$10,407.00	\$10,407.00



ServiceLink Aging and Disability Resource Center Services

570-500928	Family Caregiver	2023	\$0.00	\$27,000.00	\$27,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$150,780.00	\$150,780.00
545-500387	I & R Contracts	2024	\$0.00	\$10,407.00	\$10,407.00
570-500928	Family Caregiver	2024	\$0.00	\$27,000.00	\$27,000.00
		Subtotal	\$376,733.60	\$376,374.00	\$753,107.60

Total 9565	\$6,055,214.02	\$6,102,643.00	\$12,157,857.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
		Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Total 3317	\$50,000.00	\$50,000.00	\$100,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

Total 2164	\$262,755.00	\$350,340.00	\$613,095.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS (100% Federal Funds - SHIP Admin)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$4,002.00	\$0.00	\$4,002.00
		Subtotal	\$4,002.00	\$0.00	\$4,002.00

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,909.00	\$0.00	\$2,909.00
		Subtotal	\$2,909.00	\$0.00	\$2,909.00

ServiceLink Aging and Disability Resource Center Services

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$8,006.00	\$0.00	\$8,006.00
		Subtotal	\$8,006.00	\$0.00	\$8,006.00

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$9,828.00	\$0.00	\$9,828.00
		Subtotal	\$9,828.00	\$0.00	\$9,828.00

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$2,545.00	\$0.00	\$2,545.00
		Subtotal	\$2,545.00	\$0.00	\$2,545.00

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$3,998.00	\$0.00	\$3,998.00
		Subtotal	\$3,998.00	\$0.00	\$3,998.00

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$1,088.00	\$0.00	\$1,088.00
		Subtotal	\$1,088.00	\$0.00	\$1,088.00

<b>Total 8925</b>	<b>\$36,374.00</b>	<b>\$0.00</b>	<b>\$36,374.00</b>
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05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, CARES ACT TITLE III GRANTS (100% Federal Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

<b>Total 1917</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
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05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROG, ARP TITLE III GRANTS (85% Federal Funds, 15% General Funds)

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$5,000.00	\$5,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

<b>Total 2638</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
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ServiceLink Aging and Disability Resource Center Services

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$332,937.82	\$0.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	2023	\$0.00	\$327,616.00	\$327,616.00
	2024	\$0.00	\$327,616.00	\$327,616.00
	Subtotal	\$660,553.64	\$655,232.00	\$1,315,785.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$224,246.72	\$0.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	2023	\$0.00	\$220,378.00	\$220,378.00
	2024	\$0.00	\$220,378.00	\$220,378.00
	Subtotal	\$444,624.44	\$440,756.00	\$885,380.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$554,579.08	\$0.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	2023	\$0.00	\$543,933.00	\$543,933.00
	2024	\$0.00	\$543,933.00	\$543,933.00
	Subtotal	\$1,098,512.16	\$1,087,866.00	\$2,186,378.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$423,880.62	\$0.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	2023	\$0.00	\$410,813.00	\$410,813.00
	2024	\$0.00	\$410,813.00	\$410,813.00
	Subtotal	\$834,693.24	\$821,626.00	\$1,656,319.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$326,257.79	\$0.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	2023	\$0.00	\$322,873.00	\$322,873.00
	2024	\$0.00	\$322,873.00	\$322,873.00
	Subtotal	\$649,130.58	\$645,746.00	\$1,294,876.58

Lakes Region Partnership for Public Health (Vendor # 165635)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$445,142.97	\$0.00	\$445,142.97
	2022	\$454,824.97	\$0.00	\$454,824.97
	2023	\$0.00	\$444,825.00	\$444,825.00
	2024	\$0.00	\$444,825.00	\$444,825.00
	Subtotal	\$899,967.94	\$889,650.00	\$1,789,617.94

Monadnock Collaborative (Vendor # 159303)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$573,301.21	\$0.00	\$573,301.21
	2022	\$567,983.21	\$59,427.00	\$627,410.21
	2023	\$0.00	\$567,983.00	\$567,983.00
	2024	\$0.00	\$567,983.00	\$567,983.00
	Subtotal	\$1,141,284.42	\$1,195,393.00	\$2,336,677.42

ServiceLink Aging and Disability Resource Center Services

Tri County Community Action Program, Inc. (Vendor # 177195)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$189,634.80	\$0.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	2023	\$0.00	\$188,187.00	\$188,187.00
	2024	\$0.00	\$188,187.00	\$188,187.00
	Subtotal	\$377,821.60	\$376,374.00	\$754,195.60

Monadnock Collaborative (Vendor # 159303) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	2023	\$0.00	\$25,000.00	\$25,000.00
	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$50,000.00	\$50,000.00	\$100,000.00

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	2023	\$0.00	\$175,170.00	\$175,170.00
	2024	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$350,340.00	\$350,340.00	\$700,680.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICELINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,464,788.01	\$0.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2022	\$2,452,788.01	\$59,427.00	\$2,512,215.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2023	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2023	\$0.00	\$418,000.00	\$418,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$2,452,789.00	\$2,452,789.00
545-500387	I & R Contracts	2024	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2024	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$6,055,214.02	\$6,102,643.00	\$12,157,857.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT-SMPP  
(100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2022	\$25,000.00	\$0.00	\$25,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$25,000.00	\$25,000.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$50,000.00	\$50,000.00	\$100,000.00

ServiceLink Aging and Disability Resource Center Services

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, CFI ELIGIBILITY  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
074-500589	Grants for P.A.& R.	2022	\$175,170.00	\$0.00	\$175,170.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$175,170.00	\$175,170.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$262,755.00	\$350,340.00	\$613,095.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SHIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$36,374.00	\$0.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2023	\$0.00	\$0.00	\$0.00
102-500731	Contracts for Program Services	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$36,374.00	\$0.00	\$36,374.00

05-95-48-481010-1917 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DLTSS- ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROC, CARES ACT TITLE III GRANTS  
(100% Federal Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2022	\$15,000.00	\$0.00	\$15,000.00
074-500589	Grants for P.A.& R.	2023	\$0.00	\$0.00	\$0.00
074-500589	Grants for P.A.& R.	2024	\$0.00	\$0.00	\$0.00
		Subtotal	\$15,000.00	\$0.00	\$15,000.00

05-95-48-481010-2638 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-  
ELDERLY AND ADULT SERVICES, GRANTS FOR SOCIAL SVC PROC, ARP TITLE III GRANTS  
(85% Federal Funds, 15% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
540-500382	SS Contracts	2021	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2022	\$0.00	\$0.00	\$0.00
540-500382	SS Contracts	2023	\$0.00	\$5,000.00	\$5,000.00
540-500382	SS Contracts	2024	\$0.00	\$5,000.00	\$5,000.00
		Subtotal	\$0.00	\$10,000.00	\$10,000.00

Grand Total SFY21	2021	\$3,270,151.01	\$0.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,236,777.01	\$59,427.00	\$3,296,204.01
Grand Total SFY23	2023	\$0.00	\$3,226,778.00	\$3,226,778.00
Grand Total SFY24	2024	\$0.00	\$3,226,778.00	\$3,226,778.00
Total Contract		\$6,506,928.02	\$6,512,983.00	\$13,019,911.02

Note: "Grants for P.A.& R." = Grants for Public Assistance and Relief

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the ServiceLink Aging and Disability Resource Center Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Tri-County Community Action Program, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 20, 2020, (Item #18), as amended with Governor approval on December 30, 2020 and presented to the Executive Council on February 17, 2021 (Informational Item #A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 17 and Exhibit A, Revisions to Standard Contract Provisions, Subsection 1.2., the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; 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:  
June 30, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$754,195.60
3. Modify Exhibit B, Scope of Services by replacing in its entirety with Exhibit B Amendment #2, Scope of Services in order to correct various scribes' errors and align scope with necessary services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms, Section 1 to read:
  1. This Agreement is funded by:
    - 1.1. 57.23%, Federal Funds, as follows:
      - 1.1.1. 2.78% United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services Social Services Block Grant (CFDA: 93.667), FAIN: 2101NHSOSR.
      - 1.1.2. 9.63% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services NH Family Caregiver Support Title III E (CFDA #93.052), FAIN: 21AANHT3FC.
      - 1.1.3. 27.82% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, Medicaid Grants (CFDA# 93.778), MEDICAID.
      - 1.1.4. 6.75% United States Department of Health and Human Services, Special Programs for the Aging Title IV and Title II Discretionary Projects SMPP (CFDA #93.048), FAIN: 90MP0176-03.
      - 1.1.5. 6.89% United States Department of Health and Human Services, State Health Insurance Assistance Program SHIP, (CFDA #93.324), FAIN: 90SA0003-04.
      - 1.1.6. 2.50% United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, and Administration for Community Living MIPPA, (CFDA #93.071), FAIN: 2001NHMISH-00.

- 1.1.7. 0.67% United States Department of Health and Human Services, Money Follows the Person Rebalancing Demonstration, (CFDA #93.791), FAIN 1LICMS300148-01-10.
  - 1.1.8. 0.12% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2001NHSSC3, CARES ACT Title III.
  - 1.1.9. 0.07% United States Department of Health and Human Services, Administration for Community Living, Office of Community Services, (ALN# 93.044), FAIN 2101NHSSC6, American Rescue Plan Title III-B.
  - 1.2 42.77% General funds.
5. 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 item, as specified in Exhibits C-1 Amendment #1, Budget through Exhibit C-4 Amendment #2, Budget.
  6. Modify Exhibit C, Payment Terms, Section 4, to read:
    4. The Contractor shall submit an invoice in a form satisfactory to the Department with supporting documents to the Department no later than the fifteenth (15th) working day of the following month. The Contractor shall:
      - 4.1. Ensure the invoice identifies and requests payment for allowable costs incurred in the previous month.
      - 4.2. Provide supporting documentation of allowable costs that may include, but is not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.
      - 4.3. Ensure the invoice is completed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.
  7. Modify Exhibit C, Payment Terms, Section 12, Subsection 12.1, to update the introductory language only as specified in Subsection 12.1 with no changes to Paragraphs 12.1.1 through 12.1.3, to read:
    - 12.1. The Contractor must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:
  8. Add Exhibit C-3 Amendment #2 Budget, which is attached hereto and incorporated by reference herein.
  9. Add Exhibit C-4 Amendment #2 Budget, 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

5/10/2022  
Date

DocuSigned by:  
*Melissa Hardy*  
Name: Melissa Hardy  
Title: Director, DLSS

Tri-County Community Action Program, Inc.

5/10/2022  
Date

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



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

OFFICE OF THE ATTORNEY GENERAL

5/10/2022

Date

DocuSigned by:  
*Robyn Guarino*

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit and comply with a detailed description of the language assistance services they will provide to persons with limited English proficiency and/or hearing impairment to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future state or federal legislative action or state court orders may have an impact on the Services described herein, the State Agency has the right to modify service priorities and expenditure requirements under this Agreement as to achieve compliance therewith.
- 1.3. The Contractor acknowledges and agrees that this Agreement was entered into following the coronavirus disease 2019 (COVID-19) outbreak. The Contractor agrees that to the extent the COVID-19 outbreak, or any federal, state or local orders, regulations, rules, restrictions, or emergency declarations relating to COVID-19, disrupt, delay, or otherwise impact the Scope of Services to be performed by the Contractor as set forth in EXHIBIT B of this Agreement, any such disruption, delay, or other impact was foreseeable at the time this Agreement was entered into by the Parties and does not excuse the Contractor's performance under this Agreement.
- 1.4. The Contractor shall ensure services are available in Coos County.
- 1.5. The Contractor shall serve as an Aging and Disability Resource Center (ADRC), known as a New Hampshire ServiceLink contractor, as part of the No Wrong Door model. The Contractor shall:
  - 1.5.1. Serve as a highly visible and trusted place for New Hampshire residents of all ages and income limits to receive objective and unbiased information on a full range of long term care supports and services.
  - 1.5.2. Promote awareness of the various options available to people in their community.
  - 1.5.3. Refer individuals to needed services.
  - 1.5.4. Provide person-centered one-on-one assistance and decision support to individuals.
  - 1.5.5. Serve as a full service access point to all long-term supports and services, including Medicaid long-term support programs and benefits.
  - 1.5.6. Create formal relationships to ensure collaboration with key partners when individuals transition from one setting of care to another.
  - 1.5.7. Serve all adults regardless of physical, intellectual or developmental disability or mental illness.

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- 1.5.8. Provide information regarding community-based long-term supports and services.
- 1.5.9. Ensure individuals accessing the ServiceLink system experience the same process and receive the same information regarding Medicaid-funded community-based Long Term Support Service (LTSS) options, regardless of point of entry.

**2. Statement of Work**

**2.1. ServiceLink Administrative Requirements**

- 2.1.1. The Contractor shall adhere to ServiceLink administrative requirements, standards of practice, and methods of services. The Contractor shall:
  - 2.1.1.1. Operate as an independent program.
  - 2.1.1.2. Ensure all written and verbal marketing materials are approved by the Department prior to public release.
  - 2.1.1.3. Provide a minimum of forty (40) hours of operation per week ensuring hours of operation include weekend and evening coverage.
  - 2.1.1.4. Ensure ServiceLink Resource Centers are operational and meet program requirements.
- 2.1.2. The Contractor shall occupy an independent office space that, at a minimum:
  - 2.1.2.1. Is an easily accessible area and location.
  - 2.1.2.2. Meets all applicable state and local building rules and ordinances.
  - 2.1.2.3. Has sufficient space that includes, but is not limited to:
    - 2.1.2.3.1. Adequate office space to accommodate staff, volunteers, visitors, and supplies necessary to meet the scope of services.
    - 2.1.2.3.2. A confidential meeting room to accommodate a minimum of three (3) individuals.
  - 2.1.2.4. Has barrier-free/handicap access.
  - 2.1.2.5. Has appropriate space, supplies and access to equipment for outside team members, which may include, but are not limited to:
    - 2.1.2.5.1. The Department of Health and Human Services, Division of Client Services (DCS) staff.

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- 2.1.2.5.2. The New Hampshire Department of Military Affairs and Veterans Services.
- 2.1.2.6. Has a visible, Department-approved sign on the exterior of the building that reads "ServiceLink Aging and Disability Resource Center."
- 2.1.3. The Contractor shall establish telephone and fax lines and equipment that include, but are not limited to:
  - 2.1.3.1. Operating a minimum of three (3) telephone numbers/lines and one (1) fax line.
  - 2.1.3.2. Configuring one (1) main telephone line (Line #1) to route to the national toll-free ServiceLink program number.
  - 2.1.3.3. Configuring telephone system(s) to allow for individual voicemail capabilities for each staff person.
  - 2.1.3.4. Working with the Department to ensure consistent telephone numbers are available to the public, and assume responsibility for existing telephone numbers, as appropriate.
- 2.1.4. The Contractor, as a core partner of NHCarePath, shall:
  - 2.1.4.1. Maintain partnerships with other NHCarePath core partners.
  - 2.1.4.2. Coordinate quarterly NHCarePath regional partner meetings within the region, which includes, but is not limited to:
    - 2.1.4.2.1. Scheduling meetings.
    - 2.1.4.2.2. Inviting participants.
    - 2.1.4.2.3. Contacting participants in advance of each meeting for agenda items.
    - 2.1.4.2.4. Providing the agenda to participants in advance of each scheduled meeting.
    - 2.1.4.2.5. Recording minutes from each meeting.
    - 2.1.4.2.6. Distributing meeting minutes to each participant and the Department no later than ten (10) business days after each meeting.
  - 2.1.4.3. Communicate, on an ongoing basis, with NHCarePath referral sources, which may include, but are not limited to:
    - 2.1.4.3.1. State or regional hospitals.
    - 2.1.4.3.2. Senior centers.
    - 2.1.4.3.3. Physician practices.

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- 2.1.4.3.4. Home health agencies.
- 2.1.4.3.5. Community mental health centers.
- 2.1.4.3.6. Municipal health and welfare providers.
- 2.1.4.3.7. Brain Injury Associations.
- 2.1.4.3.8. Centers for Independent Living.
- 2.1.4.3.9. Department of Military Affairs and Veteran Services.
- 2.1.4.3.10. Adult Protective Services.
- 2.1.4.3.11. Information and referral/2-1-1 programs.
- 2.1.4.3.12. Regional Public Health Networks.
- 2.1.4.3.13. Other community-based organizations.
- 2.1.4.4. Participate in strategic planning of NHCarePath, which is the Department's No Wrong Door (NWD) model.
- 2.1.5. The Contractor shall utilize the Refer/Navigate database to support all business functions related to the Scope of Services, as directed by the Department.
- 2.2. Quality Assurance
  - 2.2.1. The Contractor shall develop and implement a locally-based Quality Assurance and Continuous Improvement Plan to ensure ServiceLink services:
    - 2.2.1.1. Meet the needs of individuals;
    - 2.2.1.2. Are sustained throughout the geographic area; and
    - 2.2.1.3. Produce measurable results.
  - 2.2.2. The Contractor shall conduct consumer satisfaction surveys on an ongoing basis to measure consumer satisfaction with delivered services. The Contractor shall:
    - 2.2.2.1. Utilize the Department's approved survey tool;
    - 2.2.2.2. Distribute the survey to consumers as directed by the Department;
    - 2.2.2.3. Collect completed surveys, as applicable; and
    - 2.2.2.4. Enter each completed survey into an online database as directed by the Department.
- 2.3. Outreach and Education

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- 2.3.1. The Contractor shall deliver outreach and education services to promote ServiceLink services.
- 2.3.2. The Contractor shall collaborate with other ServiceLink contractors to learn their outreach and marketing best practices.
- 2.3.3. The Contractor shall provide outreach and education for facility administrators and discharge planners regarding ServiceLink and any protocols and formal processes that are in place between the ServiceLink Contractors and their respective organizations.
- 2.3.4. The Contractor shall expand outreach in order to establish a consistent and continuous presence with service providers including, but not limited to:
  - 2.3.4.1. Faith Based Communities and/or Parish Nurses.
  - 2.3.4.2. The Social Security Administration.
  - 2.3.4.3. Low income housing sites.
  - 2.3.4.4. Senior Centers.
- 2.3.5. The Contractor shall implement the Department-approved outreach and marketing plan, which includes, but is not limited to:
  - 2.3.5.1. A focus on overall scope of services, and the process to establish ServiceLink as a highly visible and trusted place that provides information and one-on-one counseling to individuals in order to assist them with learning about and accessing the LTSS options available in their communities.
  - 2.3.5.2. Consideration of all populations served, including different age groups, income levels and types of disabilities, cultural diversities, those underserved and unserved, individuals at risk of nursing home placement, family caregivers, advocates, and professionals who serve these populations and private payers who want to plan for long-term care needs.
  - 2.3.5.3. Strategies to assess the effectiveness of outreach and marketing activities.
  - 2.3.5.4. Feedback loops to monitor and modify outreach and marketing activities as needed.

**2.4. Training**

- 2.4.1. The Contractor shall ensure all staff, including but not limited to the site manager, receive training within one (1) year of hire, that includes, but is not limited to:
  - 2.4.1.1. Outreach and education trainings.

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- 2.4.1.2. Person-Centered Options Counseling training.
  - 2.4.1.3. Safeguarding the confidentiality of all clients, as required by state and federal laws.
  - 2.4.1.4. Alliance of Information and Referral Standards (AIRS) Certification training.
  - 2.4.1.5. SHIP/SMP Certification through the attendance of a Medicare 101 training, or be fully SHIP-certified if the staff member is a SHIP counselor.
  - 2.4.1.6. SMP Foundations training.
- 2.5. Information & Referral/Assistance Plan and Person-Centered Options Counseling
- 2.5.1. The Contractor shall develop and maintain an Information and Referral/Assistance (I&R/A) Plan which includes, but is not limited to:
    - 2.5.1.1. A description of all systematic processes to ensure consistent delivery of services.
    - 2.5.1.2. All services and resources available to the population of the geographic region.
  - 2.5.2. The Contractor shall assist clients by providing referrals to agencies and organizations for appropriate services and supports.
  - 2.5.3. The Contractor shall maintain records of client contacts, including follow-up client contacts, in accordance with the policy and procedures of the Refer/Navigate Manual, and as amended.
  - 2.5.4. The Contractor shall comply with the Alliance of Information and Referral Standards (AIRS).
  - 2.5.5. The Contractor shall utilize the Refer/Navigate database to provide the most current information available to clients.
  - 2.5.6. The Contractor shall provide the Refer/Navigate Administration with current agency information which complies with the established inclusion and exclusion policies in the Refer/Navigate Manual, and as amended.
  - 2.5.7. The Contractor shall conduct Person-Centered Options Counseling in accordance with the federal No Wrong Door System guidelines.
- 2.6. Specialized Care Transition Counseling and Support Services
- 2.6.1. The Contractor shall assist individuals, regardless of income, with avoiding unnecessary placements in institutional settings including, but

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not limited to nursing homes, rehabilitation facilities, and transitional housing settings.

- 2.6.2. The Contractor shall serve as a Local Contact Agency (LCA) to provide transition services for institutionalized individuals who indicate a desire to return to the community through the clinical assessment tool, Minimum Data Set (MDS) 3.0 Section Q.
- 2.6.3. The Contractor shall provide Specialized Care Transition Counseling and Support services that include, but are not limited to:
  - 2.6.3.1. Ensuring staff conducting Person-Centered Counseling have the experience and skills required to successfully facilitate the transition of individuals from acute care settings back to their homes.
  - 2.6.3.2. Demonstrating development and implementation of a collaborative relationship with acute care entities that define the role of ServiceLink staff responsible for facilitating hospital-to-home transitions for individuals with LTSS needs. The Contractor shall:
    - 2.6.3.2.1. Support warm hand-offs by participating in interdisciplinary communication across acute, primary care and LTSS service providers/systems;
    - 2.6.3.2.2. Establish a process for identifying individuals and caregivers in need of transition support services;
    - 2.6.3.2.3. Develop protocols for referring individuals to the local ServiceLink contractor for Person-Centered Options Counseling, transition support, coordination;
    - 2.6.3.2.4. Perform consultation services for hospital staff regarding available LTSS in the community; and
    - 2.6.3.2.5. Deliver regular training and in-service sessions to facility administrators and discharge planners about ServiceLink programs and any protocols and processes in place between ServiceLink and their respective organizations.
  - 2.6.3.3. Involving stakeholders in the quality improvement process for enhanced care transitions and coordination services.
  - 2.6.3.4. Engaging individuals while they are in an acute care setting in order to assist with transitioning to home and community-based settings, which includes, but is not limited to:



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- 2.6.3.4.1. Facilitating the coordination of services and supports needed for transition.
- 2.6.3.4.2. Providing individuals with a safe and secure setting.
- 2.6.3.5. Assisting in the prevention of hospital readmission.
- 2.6.4. The Contractor shall ensure staff performing Specialized Care Transition Counseling and Support are equipped to provide services that include, but are not limited to:
  - 2.6.4.1. Hospital and nursing home discharge planning meetings.
  - 2.6.4.2. Meetings with individuals and family members according to their preferences and goals for transition.
  - 2.6.4.3. Post-discharge follow up as needed, requested and appropriate in adherence to follow-up procedures and protocols to support successful transitions to home.
  - 2.6.4.4. Documenting contacts on behalf of transitioning individuals in the Refer/Navigate database.
  - 2.6.4.5. Developing transition plans for clients and assisting individuals with finding and accessing home and community-based services according to the transition plan.
- 2.7. Long Term Supports and Services (LTSS) Eligibility Determination Services
  - 2.7.1. The Contractor shall follow Department policies and processes to assist individuals with accessing LTSS.
  - 2.7.2. The Contractor shall facilitate eligibility in accordance with Person-Centered Options Counseling protocols and procedures that include, but are not limited to:
    - 2.7.2.1. Assisting individuals with determining appropriate payment and delivery of services.
    - 2.7.2.2. Providing individuals with financial assessment, as applicable.
    - 2.7.2.3. Assisting clients with accessing community-based LTSS programs.
    - 2.7.2.4. Developing processes for accessing public LTSS programs.
    - 2.7.2.5. Ensuring eligibility documents are completed and submitted to the Department.
    - 2.7.2.6. Collaborating with the Department to assess and determine client eligibility.

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- 2.7.2.7. Utilizing the Department's intake and eligibility determination systems to monitor client eligibility and redetermination status.
- 2.7.2.8. Ensuring staff have access to and training on systems necessary to determine eligibility for services.
- 2.7.2.9. Providing additional Person-Centered Options and Counseling to individuals determined ineligible for LTSS, as appropriate.
- 2.7.2.10. Participating in Department trainings on screening protocols that facilitate the financial eligibility process.
- 2.7.2.11. Complying with Department policies and procedures regarding the Medicaid eligibility determination process.
- 2.7.3. The Contractor shall collaborate with State and community programs, which may include, but are not limited to, the NH Caregiver Program, home-delivered meals, congregate meals, and in-home care services, which may serve Medicare beneficiaries across New Hampshire to determine program eligibility for individuals seeking services, to facilitate enrollment of individuals when indicated, and to ensure individuals requesting services have access to information, tools, resources, and education on Medicare and other community-based programs.
- 2.8. Specialty Program Services
  - 2.8.1. Family Caregiver Support Program Services
    - 2.8.1.1. The Contractor shall ensure staff maintain knowledge of current community resources.
    - 2.8.1.2. The Contractor shall ensure:
      - 2.8.1.2.1. A minimum of one (1) staff member is trained as a class leader in an evidence-based curriculum for caregivers, such as Powerful Tools for Caregivers (PTC); or
      - 2.8.1.2.2. A minimum of two (2) individuals in the geographic area are trained in an evidenced-based curriculum for caregivers such as the PTC curriculum.
    - 2.8.1.3. The Contractor shall facilitate a minimum of one (1) six-week session of Powerful Tools for Caregiver Training or other evidenced-based curriculum for caregivers to a minimum of five (5) caregivers on an annual basis.
    - 2.8.1.4. The Contractor shall facilitate caregiver support groups, as needed.

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- 2.8.1.5. The Contractor shall collaborate with other caregiver support service agencies within the geographic area.
- 2.8.1.6. The Contractor shall ensure staff attend the Department's Family Caregiver Support Program meetings.
- 2.8.1.7. The Contractor shall conduct a minimum of six (6) formal outreach activities and/or presentations to community partners that specifically targeted the informal caregiver population on an annual basis.
- 2.8.1.8. The Contractor shall monitor caregiver spending to ensure grants are spent prior to the end of each state fiscal year and in accordance with each caregiver's plan.
- 2.8.1.9. The Contractor shall participate in an annual program review as determined by the Department.
- 2.8.1.10. The Contractor shall provide information, assistance and Person-Centered Options Counseling to caregivers.
- 2.8.1.11. The Contractor shall provide referrals and assistance with access to appropriate community resources.
- 2.8.1.12. The Contractor shall provide a minimum of bimonthly contact with the caregivers they support.
- 2.8.1.13. The Contractor shall ensure all new staff who administer the NH Family Caregiver Support Program:
  - 2.8.1.13.1. Are trained by a BEAS Designee; and
  - 2.8.1.13.2. Are monitored for progress within Program, including, but not limited to, remaining current on all Family Caregiver Support Program services, policies and procedures.
- 2.8.1.14. The Contractor shall conduct assessments and assist with determining eligibility for respite and/or supplemental services for family caregivers.
- 2.8.1.15. The Contractor shall provide copies of approved service plans and budgets to the Department's Financial Management contractor.
- 2.8.1.16. The Contractor shall comply with the Department policies and procedures relative to fiscal management for bill paying and employer of record services.

**2.8.2. State Health Insurance Program (SHIP) Assistance.**

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- 2.8.2.1. The Contractor shall provide Medicare health insurance counseling to individuals in need of information on Medicare health insurance.
- 2.8.2.2. The Contractor shall ensure staff providing Medicare health insurance counseling are trained and certified through SHIP.
- 2.8.2.3. The Contractor shall provide personalized counseling services.
- 2.8.2.4. The Contractor shall provide targeted community outreach in order to:
  - 2.8.2.4.1. Increase consumer understanding of Medicare program benefits; and
  - 2.8.2.4.2. Raise awareness of the opportunities for assistance with benefit and plan selection.
- 2.8.2.5. The Contractor shall provide counselors who are trained, fully-equipped, and proficient in providing a full range of services, including, but not limited to:
  - 2.8.2.5.1. Assisting individuals with enrolling in appropriate benefit plans.
  - 2.8.2.5.2. Providing continued enrollment assistance in Medicare prescription drug coverage.
- 2.8.2.6. The Contractor shall recruit, train, and maintain a network of volunteers to assist staff with providing SHIP services.
- 2.8.2.7. The Contractor shall report on all activities using the most recent Administration for Community ACL, or other federal entity, reporting site, forms, and guidelines within the timeline requested by Administration for Community Living (ACL), currently; SHIP Training and Reporting System (STARS).
- 2.8.3. Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Program Promotion Services
  - 2.8.3.1. The Contractor shall educate the public on topics that include, but are not limited to:
    - 2.8.3.1.1. Part D prescription drugs in rural areas.
    - 2.8.3.1.2. Medicare preventative services.
    - 2.8.3.1.3. Medicare cost savings, including low income subsidy and Medicare savings program.

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- 2.8.3.2. The Contractor shall promote public awareness about how individuals with limited income can reduce Medicare cost share expenses, as well as awareness of Medicare preventive services, by distributing promotional materials developed by CMS, ACL and the Department.
- 2.8.3.3. The Contractor shall implement a communications and media plan that includes a schedule to conduct outreach campaigns (1) time per month which includes, but is not limited to:
  - 2.8.3.3.1. Mailing introductory letters regarding the program to agencies which may include, but are not limited to:
    - 2.8.3.3.1.1. Town offices;
    - 2.8.3.3.1.2. Housing sites;
    - 2.8.3.3.1.3. Home health agencies;
    - 2.8.3.3.1.4. Faith-based Communities and parish nurses;
    - 2.8.3.3.1.5. Public libraries;
    - 2.8.3.3.1.6. Fuel assistance agencies;
    - 2.8.3.3.1.7. Hospital-public affairs managers;
    - 2.8.3.3.1.8. Pharmacies;
    - 2.8.3.3.1.9. Medical practices and
    - 2.8.3.3.1.10. Other community partners.
  - 2.8.3.3.2. Conducting face-to-face meetings with community partners to provide information on services available to clients. Developing a media list for the geographic area served;
  - 2.8.3.3.3. Drafting scripts for radio, newspapers, and public service announcements with Department approval prior to publication; and
  - 2.8.3.3.4. Purchasing media in the local area.
- 2.8.3.4. The Contractor shall screen and assist with enrollment of eligible beneficiaries in Medicare prescription drug coverage to include Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP).

**2.8.4. Senior Medicare Patrol (SMP) Services**

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- 2.8.4.1. The Contractor shall provide Senior Medicare Patrol (SMP) Services to increase community awareness and prevention of health care fraud and abuse through education, counseling, assistance and outreach for individuals with Medicare.
- 2.8.4.2. The Contractor shall collaborate with organizations to provide the use of toll-free telephone lines, web-based strategies through local and statewide media channels and education outreach planning.
- 2.8.4.3. The Contractor shall provide beneficiary education and inquiry resolution of health care billing errors and suspected fraudulent practices by working with local and statewide resources to support expanded Medicare awareness and coverage.
- 2.8.4.4. The Contractor shall conduct reporting to the Administration for Community Living (ACL) and in the SMP Information and Reporting System (SIRS) using the SMP Resource Center's resources.
- 2.8.4.5. The Contractors shall report activities in SIRS to meet the performance measures required by the Office of Inspector General (OIG).
- 2.8.4.6. The Contractor shall ensure isolated individuals receive information regarding Medicare fraud and abuse by providing SMP outreach materials and informational services, through expanded partnerships and a network of trained volunteers.
- 2.8.4.7. The Contractor shall implement the Volunteer Risk Program Management Program as developed by the SMP Resource Center and approved by the ACL.
- 2.8.4.8. The Contractor shall recruit, train and maintain staff and volunteers to assist health care consumers on how to protect personal health information, detect payment errors, and report questionable Medicare billing situations.
- 2.8.5. Veteran Directed Care (VDC)
  - 2.8.5.1. The Contractor shall comply with the Veteran Affairs Medical Center (VAMC) National VDC Program staffing requirements and procedures.
  - 2.8.5.2. The Contractor shall collaborate with and accepting referrals from:
    - 2.8.5.2.1. The White River Junction Veterans Affairs Medical Center; and



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- 2.8.5.2.2. The Manchester Veterans Affairs Medical Center.
- 2.8.5.3. The Contractor shall contact veterans referred to the VDC program by telephone, email, or other recognized means of communication, with approval from the Department, within three (3) business days of receiving a referral from the VAMC.
- 2.8.5.4. The Contractor shall assist veterans with determining the most appropriate services that will meet their needs.
- 2.8.5.5. The Contractor shall offer counseling to veterans and their families in Home and Community-Based VAMC-approved services.
- 2.8.5.6. The Contractor shall assist veterans with meeting LTSS needs, including but not limited to, identifying backup plans of support.
- 2.8.5.7. The Contractor shall establish service plans and budgets for clients and submit the plans for approval by the referring VAMC.
- 2.8.5.8. The Contractor shall monitor veteran budgets for ongoing services to ensure funds expended do not exceed budgeted amounts.
- 2.8.5.9. The Contractor shall provide financial management services for bill paying and/or employer of record services in accordance with Department policies and procedures.
- 2.8.5.10. The Contractor shall comply with staff training requirements to provide the VDC and Financial Management Services, as applicable.
- 2.8.5.11. The Contractor shall participate in continuous program quality improvement efforts with the Department and/or with the VAMC to evaluate the quality of the program and its policies and processes, which includes, but is not limited to:
- 2.8.5.11.1. Monthly VDC calls.
- 2.8.5.11.2. VDC sponsored trainings.
- 2.8.5.11.3. VDC sponsored webinars.
- 2.8.5.12. The Contractor shall participate in VAMC quarterly program meetings.
- 2.8.5.13. The Contractor shall participate in trainings on improving staff knowledge of military culture and improving competencies required to serve veterans and families receiving services.

**2.8.6. Bureau of Housing Services Assessments**

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2.8.6.1. The Contractor shall complete the Person-Centered Planning assessment with clients referred from the Bureau of Housing Services (BHS), at the direction of BHS, only so long as funding related to the BHS-Medicaid 1915i waiver is available to reimburse for the assistance provided.

**3. Performance Measures and Reporting Requirements**

3.1. The Contractor shall report on data collected in the Refer/Navigate system to the Department in a Department approved format, as requested.

3.2. The Contractor shall provide quarterly narrative reports regarding community partnerships and outreach as outlined by the Department.

3.3. The Contractor shall maintain a record of completed staff training and education, including Medicare training, to be made available to the Department upon request.

3.4. The Contractor shall maintain full compliance with requirements of the annual report from the Administration on Aging and agrees to enter all needed data in the database accurately and timely.

3.5. The Contractor shall develop and implement a tracking system, to be approved by the Department, and assemble required data for the NH Family Caregiver Support Program into a quarterly report, to be delivered to the Department, which must include, but is not limited to:

3.5.1. A customized report on number of staff trained in Powerful Tools for Caregivers curriculum or other evidenced-based curriculum for caregivers.

3.5.2. Number of Powerful Tools for Caregivers or other evidenced-based training session for caregivers coordinated and/or conducted annually.

3.5.3. Expenditures and expenses for coordinating and conducting Powerful Tools for Caregivers or other evidenced-based curriculum for caregiver trainings.

3.5.4. Expenditures and expenses for outreach activities.

3.5.5. Average annual income of caregivers including, but not limited to, those who:

3.5.5.1. Receive grants;

3.5.5.2. Receive training;

3.5.5.3. Receive I & R supports;

3.5.5.4. Receive counseling; or

3.5.5.5. Participate in support groups.



**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

- 3.6. The Contractor shall report on the following ACL performance measures on the SHIP/STARS Beneficiary Forms:
- 3.6.1. Client contacts - Percentage of total one-on-one client contacts per Medicare beneficiaries in the State.
  - 3.6.2. Contacts with Medicare beneficiaries under 65 – Percentage of contacts with Medicare beneficiaries under the age of 65 per Medicare beneficiaries under 65 in the State.
  - 3.6.3. Hard-to-Reach Contacts – Percentage of Low-income, rural, and non-native English contacts per total "hard-to-reach" Medicare beneficiaries in the State.
  - 3.6.4. Enrollment Contacts – Percentage of unduplicated enrollment contacts with one or more qualifying enrollment topics discussed per total Medicare beneficiaries in the State.
- 3.7. The Contractor shall report on the following ACL performance measures on the Monthly Outreach and Activities (AKA the Check and Balance) reports due to the Department by the 15th of each month for the prior month:
- 3.7.1. Outreach Contacts - Percentage of persons reached through presentations, booths/exhibits at health/senior fairs, and enrollment events per Medicare beneficiaries in the State.
  - 3.7.2. Implementation of promotional activities for Medicare's Wellness and Preventive Screening Services.
  - 3.7.3. The number of individuals provided with education about: LIS, MSP, and Medicare prescription drug coverage in rural areas.
- 3.8. The Contractor shall demonstrate partnerships and evaluate effectiveness and lessons learned in the Quarterly SHIP and SMP progress reports.
- 3.9. The Contractor shall effectively advertise, promote, and conduct SHIP, MIPPA, and/or SMP educational outreach and/or enrollment event activities at a minimum of one (1) time per month.

**4. Staffing**

- 4.1. The Contractor shall ensure staff follow the National Association of Social Workers' Code of Ethics.
- 4.2. The Contractor shall provide staff as follows:
  - 4.2.1. One (1) full-time equivalent (FTE) Program Manager.
  - 4.2.2. Staff with the proper trainings and certifications to provide Information & Referral/Assistance (I&R/A) services; Person-Centered Options Counseling; and Person-Centered Transition Support.

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 4.2.3. Staff for the NH Family Caregiver Program at no less than .5 FTE.
- 4.2.4. Staff for the SHIP, SMP, and MIPPA services at no less than .25 FTE.
- 4.3. Criminal Background Check and BEAS State Registry Checks
  - 4.3.1. The Contractor shall obtain, at the Contractor's expense, a Criminal Background Check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, and shall release the results to the Department, at the Department's request, to ensure no convictions for crimes, including, but not limited to:
    - 4.3.1.1. A felony for child abuse or neglect, spousal abuse, any crime against children or adults, including but not limited to: child pornography, rape, sexual assault, or homicide.
    - 4.3.1.2. A violent or sexually-related crime against a child or adult, or a crime which may indicate a person might be reasonably expected to pose a threat to a child or adult.
    - 4.3.1.3. A felony for physical assault, battery, or a drug-related offense committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).
  - 4.3.2. The Contractor shall authorize the Department to conduct a Bureau of Elderly and Adults Services (BEAS) State Registry check for each staff member or volunteer who will be interacting with or providing hands-on care to individuals, at no cost to the selected Vendor. The BEAS State Registry check must be provided to the Department upon request by the Department.

**5. Exhibits Incorporated**

- 5.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.
- 5.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 5.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

**6. Additional Terms**

- 6.1. Impacts Resulting from Court Orders or Legislative Changes

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 6.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 6.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services
  - 6.2.1. The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.
- 6.3. Credits and Copyright Ownership
  - 6.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
  - 6.3.2. All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.
  - 6.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:
    - 6.3.3.1. Brochures.
    - 6.3.3.2. Resource directories.
    - 6.3.3.3. Protocols or guidelines.
    - 6.3.3.4. Posters.
    - 6.3.3.5. Reports.
  - 6.3.4. The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.
- 6.4. Operation of Facilities: Compliance with Laws and Regulations

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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6.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

**6.5. Eligibility Determinations**

6.5.1. If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

6.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

6.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

6.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

**7. Records**

7.1. The Contractor shall keep records that include, but are not limited to:

**New Hampshire Department of Health and Human Services  
ServiceLink Aging and Disability Resource Center Services**

**EXHIBIT B Amendment #2**

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- 7.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.
- 7.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 7.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 7.1.4. Medical records on each patient/recipient of services.
- 7.2. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Agreement and upon payment of the price limitation hereunder, the Agreement and all the obligations of the parties hereunder (except such obligations as, by the terms of the Agreement are to be performed after the end of the term of this Agreement and/or survive the termination of the Agreement) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

BT-1.0

Exhibit C-3, Amendment #2

RFA-2021-DLTSS-08-SERVI-07-A02

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Tri-County Community Action Program, Inc.</i> Budget Request for: <i>ServiceLink Aging and Disability Resource Center Services</i> Budget Period <i>7/1/2022-6/30/2023</i> Indirect Cost Rate (if applicable) <i>12.00%</i>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$125,471
2. Fringe Benefits	\$27,179
3. Consultants	\$1,000
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$737
6. Travel	\$1,000
7. Software	\$250
8. (a) Other - Marketing/Communications	\$25
8. (b) Other - Education and Training	\$750
8. (c) Other - Other (specify below)	
<i>Other Occupancy</i>	\$6,500
<i>Other Phone</i>	\$2,212
<i>Other Postage</i>	\$300
<i>Other - Outreach</i>	\$600
<i>Other - Printing</i>	\$2,000
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$168,024</b>
<b>Total Indirect Costs</b>	<b>\$20,163</b>
<b>TOTAL</b>	<b>\$188,187</b>

  
 Contractor Initials \_\_\_\_\_  
 Date 5/10/2022

BT-1.0

Exhibit C-4, Amendment #2

RFA-2021-DLTSS-08-SERVI-07-A02

<b>New Hampshire Department of Health and Human Services</b> Complete one budget form for each budget period. Contractor Name: <u>Tri-County Community Action Program, Inc.</u> Budget Request for: <u>ServiceLink Aging and Disability Resource Center Services</u> Budget Period <u>7/1/2023-6/30/2024</u> Indirect Cost Rate (if applicable) <u>12.00%</u>	
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$125,471
2. Fringe Benefits	\$27,179
3. Consultants	\$1,000
4. Equipment <i>Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.</i>	\$0
5.(a) Supplies - Educational	\$0
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$737
6. Travel	\$1,000
7. Software	\$250
8. (a) Other - Marketing/Communications	\$25
8. (b) Other - Education and Training	\$750
8. (c) Other - Other (specify below)	
Other Occupancy	\$6,500
Other Phone	\$2,212
Other Postage	\$300
Other - Outreach	\$800
Other - Printing	\$2,000
9. Subrecipient Contracts	\$0
<b>Total Direct Costs</b>	<b>\$168,024</b>
<b>Total Indirect Costs</b>	<b>\$20,163</b>
<b>TOTAL</b>	<b>\$188,187</b>

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JR

Contractor Initials

Date 5/10/2022

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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

Lori A. Shiblette  
 Commissioner

105 PLEASANT STREET, CONCORD, NH 03301  
 603-271-5034 1-800-852-3345 Ext. 5034  
 Fax: 603-271-5166 TDD Access: 1-800-735-2964  
 www.dhhs.nh.gov

Deborah D. Scheetz  
 Director

December 31, 2020

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

**INFORMATIONAL ITEM**

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24, Governor Sununu has authorized the Department of Health and Human Services, Division of Long Term Supports and Services, to enter into **Retroactive** amendments to existing contracts with the Contractors listed below for Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to provide funds to purchase COVID-19 protective supplies by increasing the total price limitation by \$48,374.00 from \$6,443,554.02 to \$6,491,928.02 with no change to the contract completion dates of June 30, 2022, effective retroactive to July 1, 2020. 57% Federal Funds. 43% General Funds.

The original contracts were approved by Governor and Council on May 20, 2020, Item #18.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60	\$14,515.00	\$1,893,476.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64	\$5,322.00	\$660,553.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Frankestown.	\$821,625.24	\$13,068.00	\$834,693.24



His Excellency, Governor Christopher T. Sununu  
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		Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County			
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58	\$3,385.00	\$649,130.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94	\$5,318.00	\$884,967.94
Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42	\$5,318.00	\$1,191,284.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60	\$1,448.00	\$377,821.60
		<b>Total:</b>	<b>\$8,443,554.02</b>	<b>\$48,374.00</b>	<b>\$6,491,928.02</b>

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

**See attached fiscal details**

**EXPLANATION**

These amendments are **Retroactive** because the Contractors incurred expenses related to delivering services during the COVID-19 State of Emergency that were not anticipated when the current contracts were submitted for approval.

The purpose of these amendments is to provide additional funding for ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services. Contractors will purchase COVID-19

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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protective supplies such as portable free standing sneeze guards, wall mounted hand sanitizers, face masks, and face shields in order to provide services safely during the current COVID-19 State of Emergency.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire.

Area served: Statewide.

Source of Funds: CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, and CFDA #93.791, FAIN 1LICMS300148-01-10.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS.  
IHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$257,930.64	\$1,320.00	\$259,250.64
545-500387	I & R Contracts	2021	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$257,930.64	\$0.00	\$257,930.64
545-500387	I & R Contracts	2022	\$15,685.18	\$0.00	\$15,685.18
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
	Subtotal		\$655,231.64	\$1,320.00	\$656,551.64

STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$182,367.93	\$960.00	\$183,327.93
545-500387	I & R Contracts	2021	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$182,367.93	\$0.00	\$182,367.93
545-500387	I & R Contracts	2022	\$11,009.79	\$0.00	\$11,009.79
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
	Subtotal		\$440,755.44	\$960.00	\$441,715.44

ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$450,539.75	\$2,640.00	\$453,179.75
545-500387	I & R Contracts	2021	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2021	\$67,000.00	\$0.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$450,539.75	\$0.00	\$450,539.75
545-500387	I & R Contracts	2022	\$26,393.33	\$0.00	\$26,393.33
570-500928	Family Caregiver	2022	\$67,000.00	\$0.00	\$67,000.00
	Subtotal		\$1,087,866.16	\$2,640.00	\$1,090,506.16

Easter Seals New Hampshire, Inc. (Vendor # 177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$340,599.58	\$3,240.00	\$343,839.58
545-500387	I & R Contracts	2021	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2021	\$54,000.00	\$0.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$340,599.58	\$0.00	\$340,599.58
545-500387	I & R Contracts	2022	\$16,213.04	\$0.00	\$16,213.04
570-500928	Family Caregiver	2022	\$54,000.00	\$0.00	\$54,000.00
	Subtotal		\$821,625.24	\$3,240.00	\$824,865.24

Grafton County Senior Citizens Council, Inc. (Vendor # 177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$264,726.97	\$340.00	\$265,066.97
545-500387	I & R Contracts	2021	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2021	\$40,500.00	\$0.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$264,726.97	\$0.00	\$264,726.97
545-500387	I & R Contracts	2022	\$17,645.82	\$0.00	\$17,645.82
570-500928	Family Caregiver	2022	\$40,500.00	\$0.00	\$40,500.00
	Subtotal		\$645,745.58	\$340.00	\$646,085.58

Lakes Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$337,107.04	\$1,320.00	\$338,427.04
545-500387	I & R Contracts	2021	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2021	\$81,000.00	\$0.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$337,107.04	\$0.00	\$337,107.04

545-500387	I & R Contracts	2022	\$21,717.93	\$0.00	\$21,717.93
570-500928	Family Caregiver	2022	\$81,000.00	\$0.00	\$81,000.00
		Subtotal	\$879,649.94	\$1,320.00	\$880,969.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$468,733.81	\$1,320.00	\$470,053.81
545-500387	I & R Contracts	2021	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2021	\$67,500.00	\$0.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$468,733.81	\$0.00	\$468,733.81
545-500387	I & R Contracts	2022	\$31,747.40	\$0.00	\$31,747.40
570-500928	Family Caregiver	2022	\$67,500.00	\$0.00	\$67,500.00
		Subtotal	\$1,135,966.42	\$1,320.00	\$1,137,286.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$150,780.29	\$360.00	\$151,140.29
545-500387	I & R Contracts	2021	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2021	\$27,000.00	\$0.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$150,780.29	\$0.00	\$150,780.29
545-500387	I & R Contracts	2022	\$10,406.51	\$0.00	\$10,406.51
570-500928	Family Caregiver	2022	\$27,000.00	\$0.00	\$27,000.00
		Subtotal	\$376,373.60	\$360.00	\$376,733.60

Total 9565	\$6,043,214.02	\$12,000.00	\$6,055,214.02
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05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT- (100% Federal Funds - SHIP Trainer - 3 Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

Total 3317	\$50,000.00	\$0.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON (100% Federal Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

Total 8920	\$87,585.00	\$0.00	\$87,585.00
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05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES. (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

Total 2164	\$262,755.00	\$0.00	\$262,755.00
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05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHHS: ELDERLY AND ADULT:
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**ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS  
(100% Federal Funds - SIIP Admin)**

**Communally Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$4,002.00	\$4,002.00
		Subtotal	\$0.00	\$4,002.00	\$4,002.00

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,909.00	\$2,909.00
		Subtotal	\$0.00	\$2,909.00	\$2,909.00

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$8,006.00	\$8,006.00
		Subtotal	\$0.00	\$8,006.00	\$8,006.00

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$9,828.00	\$9,828.00
		Subtotal	\$0.00	\$9,828.00	\$9,828.00

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$2,545.00	\$2,545.00
		Subtotal	\$0.00	\$2,545.00	\$2,545.00

**Lakes Region Partnership for Public Health (Vendor # 165635)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Monadnock Collaborative (Vendor # 159303)**

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$3,998.00	\$3,998.00
		Subtotal	\$0.00	\$3,998.00	\$3,998.00

**Tri County Community Action Program, Inc. (Vendor # 177195)**

Class/Account	Contracts for Program Svcs	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$1,088.00	\$1,088.00
		Subtotal	\$0.00	\$1,088.00	\$1,088.00

<b>Total #925</b>			<b>\$0.00</b>	<b>\$36,374.00</b>	<b>\$36,374.00</b>
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**Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)**

**Community Action Program Belknap-Merrimack Counties, Inc. (Vendor #177203)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$327,615.82	\$5,322.00	\$332,937.82
	2022	\$327,615.82	\$0.00	\$327,615.82
	Subtotal	\$655,231.64	\$5,322.00	\$660,553.64

**STRAFFORD - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$220,377.72	\$3,869.00	\$224,246.72
	2022	\$220,377.72	\$0.00	\$220,377.72
	Subtotal	\$440,755.44	\$3,869.00	\$444,624.44

**ROCKINGHAM - Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$543,933.08	\$10,646.00	\$554,579.08
	2022	\$543,933.08	\$0.00	\$543,933.08
	Subtotal	\$1,087,866.16	\$10,646.00	\$1,098,512.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$410,812.62	\$13,068.00	\$423,880.62
	2022	\$410,812.62	\$0.00	\$410,812.62
	Subtotal	\$821,625.24	\$13,068.00	\$834,693.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$322,872.79	\$3,385.00	\$326,257.79
	2022	\$322,872.79	\$0.00	\$322,872.79
	Subtotal	\$645,745.58	\$3,385.00	\$649,130.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$439,824.97	\$5,318.00	\$445,142.97
	2022	\$439,824.97	\$0.00	\$439,824.97
	Subtotal	\$879,649.94	\$5,318.00	\$884,967.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$567,983.21	\$5,318.00	\$573,301.21
	2022	\$567,983.21	\$0.00	\$567,983.21
	Subtotal	\$1,135,966.42	\$5,318.00	\$1,141,284.42

**Tri County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$188,186.80	\$1,448.00	\$189,634.80
	2022	\$188,186.80	\$0.00	\$188,186.80
	Subtotal	\$376,373.60	\$1,448.00	\$377,821.60

**Monadnock Collaborative (Vendor # 159303) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$25,000.00	\$0.00	\$25,000.00
	2022	\$25,000.00	\$0.00	\$25,000.00
	Subtotal	\$50,000.00	\$0.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278) OTHER SERVICES**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$175,170.00	\$0.00	\$175,170.00
	2022	\$175,170.00	\$0.00	\$175,170.00
	Subtotal	\$350,340.00	\$0.00	\$350,340.00

Grand Total SFY21	2021	\$3,211,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,211,777.01	\$0.00	\$3,211,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

**ACCOUNTING UNIT SUMMARY**

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SVS.  
 HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$2,452,788.01	\$12,000.00	\$2,464,788.01
545-500387	I & R Contracts	2021	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2021	\$418,000.00	\$0.00	\$418,000.00
102-500734	Contracts for Program Services	2022	\$2,452,788.01	\$0.00	\$2,452,788.01
545-500387	I & R Contracts	2022	\$150,819.00	\$0.00	\$150,819.00
570-500928	Family Caregiver	2022	\$418,000.00	\$0.00	\$418,000.00
		Subtotal	\$6,043,214.02	\$12,000.00	\$6,055,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT.  
(100% Federal Funds - SIIP Trainer - J Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$25,000.00	\$0.00	\$25,000.00
102-500731	Contracts for Program Services	2022	\$25,000.00	\$0.00	\$25,000.00
		Subtotal	\$50,000.00	\$0.00	\$50,000.00

05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$87,585.00	\$0.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES.  
(50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$87,585.00	\$0.00	\$87,585.00
102-500731	Contracts for Program Services	2022	\$175,170.00	\$0.00	\$175,170.00
		Subtotal	\$262,755.00	\$0.00	\$262,755.00

05-95-48-481010-8925 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, IHIS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, MEDICAID SERVICES GRANTS.  
(100% Federal Funds - SIIP Admin)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$36,374.00	\$36,374.00
102-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$36,374.00	\$36,374.00

Grand Total SFY21	2021	\$3,221,777.01	\$48,374.00	\$3,270,151.01
Grand Total SFY22	2022	\$3,221,777.01	\$0.00	\$3,221,777.01
Total Contract		\$6,443,554.02	\$48,374.00	\$6,491,928.02

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Shibley  
Commissioner

Deborah D. Sebret  
Director

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
Fax: 603-271-5166 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

April 30, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to award contracts with the vendors listed below in an amount not to exceed \$6,443,554.02 to provide Aging and Disability Resource Center ServiceLink services in ten (10) geographic areas of the state to improve access to information on the full range of long-term services and supports, with the option to renew for up to two (2) additional years, effective July 1, 2020 or upon Governor and Council approval, whichever is later, through June 30, 2022. 56.67% Federal funds, 43.33% General funds.

Vendor Name	Vendor Code	Area Served	Contract Amount
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	177278	Rockingham and Strafford County	\$1,878,961.60
Community Action Program Belknap-Merrimack Counties, Inc.	177203	Merrimack County	\$655,231.64
Easter Seals New Hampshire, Inc.	177204	Hillsborough County excluding Antrim, Bennington, Franconstown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$821,625.24
Grafton County Senior Citizens Council, Inc.	177675	Grafton County	\$645,745.58
Partnership for Public Health	165635	Belknap and Carroll County	\$879,649.94



Monadnock Collaborative	159303	Cheshire County, Sullivan County, and Antrim, Bennington, Francestown, Greenfield, Greenville, Hancock, Mason, New Ipswich, Peterborough, Sharon, Temple, and Windsor of Hillsborough County	\$1,185,966.42
Tri-County Community Action Program	177195	Coos County	\$376,373.60
		Total:	\$6,443,554.02

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

See Attached Fiscal Details

#### EXPLANATION

The purpose of this request is to provide ServiceLink Aging and Disability Resource Center services, State Health Insurance Assistance Program Trainer services, and Medicaid Eligibility Coordinator services statewide.

The Bureau of Elderly and Adult Services (BEAS) provides a variety of social and long-term supports to adults age 60 and older and to adults between the ages of 18 and 60 who have a chronic illness or disability. Social and long-term services and supports can be accessed through the ServiceLink Resource Center and New Hampshire Department of Health and Human Services (DHHS) District Offices. Services and supports are intended to assist people to live as independently as possible in safety and with dignity.

ServiceLink Resource Centers are a statewide network of community-based resources for older individuals and adults living with disabilities and their families. The ServiceLink Resource Centers are available to anyone who needs assistance, guidance, help finding services, or support to live independently. ServiceLink partners will promote the independence and well-being of the people they serve at locally based offices and many satellites throughout New Hampshire from July 1, 2020 to June 30, 2022.

The vendors will provide access to long-term services and supports, which are home and community-based services provided to individuals to support their level of independence in the home and community. Such services include outreach and education services, information and referrals, transition support services, specialized care transition counseling, long term supports and services, family caregiver support services and State Health Insurance Program Assistance.

The Department will monitor contracted services using the following performance measures:

- Follow-up to 100% of individuals who meet the standard for required follow-up.
- Provide screening to 100% of individuals under the No Wrong Door process.

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

- Provide Family Caregiver Support respite services to 100% of individuals who are eligible.
- Ensure that 100% of staff is certified in Options Counseling training within one (1) year of hire.
- Ensure staff scores a minimum of 80% on Person Centered Counseling Training.
- Ensure staff ask and record a "yes" or "no" answer for 100% of individuals contacting ServiceLink in response to the following question: "Have you or a family member serviced in the military?"

The Department selected the contractors through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from 2/28/2020 through 4/8/2020. The Department received 15 responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A, Revision to Standard Contract Provisions of the attached contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

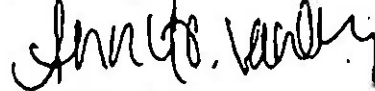
Should the Governor and Council not authorize this request the Department may not be able to comply with RSA 151-E:5, which mandates the establishment of a system of community based information and referral services for elderly and chronically ill adults. In addition, there may be an increase in hospital and nursing home admissions as individuals may not have access to information on community based options and ways to access these options. Lack of access to community-based options for the most vulnerable populations may cause an increase in Medicaid expenditures.

Area served: Statewide

Source of Funds: 56.67% Federal Funds CFDA #93.667 FAIN2001NHSOSR, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.052 FAIN2001NHOAFC-02, CFDA# 93.77 MEDICAID, CFDA #93.324 FAIN90SA0003-02-03, CFDA #93.048 FAIN90MP0176-03-01, CFDA #93.071 FAIN2001NHMISH-00, CFDA #93.791, FAIN 1LICMS300148-01-10, and 43.33% General Funds.

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

Respectfully submitted,



Ann H. Landry  
Associate Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
SFY21-22

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
IIHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Commonly Action Program Belknap-Merrimack Counties, Inc. (Vendor #177103)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$257,930.64	\$257,930.64
543-500387	I & R Contracts	2021	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$257,930.64	\$257,930.64
543-500387	I & R Contracts	2022	\$0.00	\$15,685.18	\$15,685.18
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$635,231.64	\$635,231.64

STRAFFORD- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$187,367.93	\$187,367.93
543-500387	I & R Contracts	2021	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$187,367.93	\$187,367.93
543-500387	I & R Contracts	2022	\$0.00	\$11,009.79	\$11,009.79
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM- Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177178)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$450,539.75	\$450,539.75
543-500387	I & R Contracts	2021	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2021	\$0.00	\$67,000.00	\$67,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$450,539.75	\$450,539.75
543-500387	I & R Contracts	2022	\$0.00	\$26,393.33	\$26,393.33
570-500928	Family Caregiver	2022	\$0.00	\$67,000.00	\$67,000.00
	Subtotal		\$0.00	\$1,087,866.17	\$1,087,866.17

Easter Seals New Hampshire, Inc. (Vendor #177204)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$340,399.58	\$340,399.58
543-500387	I & R Contracts	2021	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2021	\$0.00	\$54,000.00	\$54,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$340,399.58	\$340,399.58
543-500387	I & R Contracts	2022	\$0.00	\$16,213.04	\$16,213.04
570-500928	Family Caregiver	2022	\$0.00	\$54,000.00	\$54,000.00
	Subtotal		\$0.00	\$821,625.24	\$821,625.24

Crafton County Senior Citizens Council, Inc. (Vendor #177675)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2021	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2021	\$0.00	\$40,500.00	\$40,500.00
102-500734	Contracts for Program Services	2022	\$0.00	\$264,726.97	\$264,726.97
543-500387	I & R Contracts	2022	\$0.00	\$17,645.82	\$17,645.82
570-500928	Family Caregiver	2022	\$0.00	\$40,500.00	\$40,500.00
	Subtotal		\$0.00	\$645,745.58	\$645,745.58

Lake Region Partnership for Public Health (Vendor # 165635)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$337,107.04	\$337,107.04
543-500387	I & R Contracts	2021	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2021	\$0.00	\$81,000.00	\$81,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$337,107.04	\$337,107.04
543-500387	I & R Contracts	2022	\$0.00	\$21,717.93	\$21,717.93
570-500928	Family Caregiver	2022	\$0.00	\$81,000.00	\$81,000.00
	Subtotal		\$0.00	\$879,649.94	\$879,649.94

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$468,733.81	\$468,733.81
543-500387	I & R Contracts	2021	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2021	\$0.00	\$67,500.00	\$67,500.00
102-500734	Contracts for Program Services	2022	\$0.00	\$468,733.81	\$468,733.81
543-500387	I & R Contracts	2022	\$0.00	\$31,747.40	\$31,747.40
570-500928	Family Caregiver	2022	\$0.00	\$67,500.00	\$67,500.00
	Subtotal		\$0.00	\$1,135,966.42	\$1,135,966.42

Tri County Community Action Program, Inc. (Vendor # 177195)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500734	Contracts for Program Services	2021	\$0.00	\$150,780.29	\$150,780.29
543-500387	I & R Contracts	2021	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2021	\$0.00	\$27,000.00	\$27,000.00
102-500734	Contracts for Program Services	2022	\$0.00	\$150,780.29	\$150,780.29
543-500387	I & R Contracts	2022	\$0.00	\$10,406.51	\$10,406.51
570-500928	Family Caregiver	2022	\$0.00	\$27,000.00	\$27,000.00
	Subtotal		\$0.00	\$376,373.60	\$376,373.60

Total 9565	\$0.00	\$6,043,214.03	\$6,043,214.03
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05-25-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS. (HHS: ELDERLY AND ADULT ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS CHANT. (100% Federal Funds - SHIP Trainee - ) Sources)

Monadnock Collaborative (Vendor # 159303)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
102-500731	Contracts for Program Services	2021	\$0.00	\$50,000.00	\$50,000.00
102-500731	Contracts for Program Services	2022	\$0.00	\$50,000.00	\$50,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

Total 3317	\$0.00	\$50,000.00	\$50,000.00
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05-95-48-482010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (100% Federal Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
107-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
		Subtotal	\$0.00	\$87,585.00	\$87,585.00
Total 8920			\$0.00	\$87,585.00	\$87,585.00

05-95-48-482010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, IHHS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES  
 (50% Federal Funds, 50% General Funds)

Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
107-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
		Subtotal	\$0.00	\$262,755.00	\$262,755.00
Total 2164			\$0.00	\$262,755.00	\$262,755.00

Summary by Vendor by Year (OPTIONAL SERVICES SEPARATE)

Community Action Program Del Norte-Albemarle Counties, Inc. (Vendor #177203)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$337,615.82	\$337,615.82
	2022	\$0.00	\$337,615.82	\$337,615.82
	Subtotal	\$0.00	\$675,231.64	\$675,231.64

STAFFORD - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$220,377.72	\$220,377.72
	2022	\$0.00	\$220,377.72	\$220,377.72
	Subtotal	\$0.00	\$440,755.44	\$440,755.44

ROCKINGHAM - Behavioral Health & Development Services of Stratford County, Inc. (Vendor #177278)

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$543,933.03	\$543,933.03
	2022	\$0.00	\$543,933.03	\$543,933.03
	Subtotal	\$0.00	\$1,087,866.16	\$1,087,866.16

**Easter Seals New Hampshire, Inc. (Vendor # 177204)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$410,812.62	\$410,812.62
	2022	\$0.00	\$410,812.62	\$410,812.62
	Subtotal	\$0.00	\$821,625.24	\$821,625.24

**Grafton County Senior Citizens Council, Inc. (Vendor # 177675)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$322,872.79	\$322,872.79
	2022	\$0.00	\$322,872.79	\$322,872.79
	Subtotal	\$0.00	\$645,745.58	\$645,745.58

**Lakes Region Partnership for Public Health (Vendor # 165635)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$439,824.97	\$439,824.97
	2022	\$0.00	\$439,824.97	\$439,824.97
	Subtotal	\$0.00	\$879,649.94	\$879,649.94

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$567,983.21	\$567,983.21
	2022	\$0.00	\$567,983.21	\$567,983.21
	Subtotal	\$0.00	\$1,135,966.42	\$1,135,966.42

**Tri-County Community Action Program, Inc. (Vendor # 177195)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$188,186.80	\$188,186.80
	2022	\$0.00	\$188,186.80	\$188,186.80
	Subtotal	\$0.00	\$376,373.60	\$376,373.60

**Monadnock Collaborative (Vendor # 159303)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$25,000.00	\$25,000.00
	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal	\$0.00	\$50,000.00	\$50,000.00

**Behavioral Health & Development Services of Strafford County, Inc. (Vendor #177278)**

	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
	2021	\$0.00	\$175,170.00	\$175,170.00
	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal	\$0.00	\$350,340.00	\$350,340.00

<b>Grand Total SFY21</b>	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Grand Total SFY22</b>	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
<b>Total Contract</b>		\$0.00	\$6,443,554.02	\$6,443,554.02

ACCOUNTING UNIT SUMMARY

05-95-48-481010-9565 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS.  
 IIIIS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SERVICE LINK

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500734	Contracts for Program Services	2021	\$0.00	\$2,452,788.01	\$2,452,788.01
545-500387	I & R Contracts	2021	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2021	\$0.00	\$418,000.00	\$418,000.00
107-500734	Contracts for Program Services	2022	\$0.00	\$2,452,788.01	\$2,452,788.01
545-500387	I & R Contracts	2022	\$0.00	\$150,819.00	\$150,819.00
570-500928	Family Caregiver	2022	\$0.00	\$418,000.00	\$418,000.00
	Subtotal		\$0.00	\$6,043,214.02	\$6,043,214.02

05-95-48-481010-3317 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADMIN ON AGING SVCS GRANT  
 (100% Federal Funds - SHIP Trainer - 3 Sources)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$25,000.00	\$25,000.00
107-500731	Contracts for Program Services	2022	\$0.00	\$25,000.00	\$25,000.00
	Subtotal		\$0.00	\$50,000.00	\$50,000.00

05-95-48-481010-8920 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES, MONEY FOLLOWS THE PERSON  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
107-500731	Contracts for Program Services	2022	\$0.00	\$0.00	\$0.00
	Subtotal		\$0.00	\$87,585.00	\$87,585.00

05-95-48-481010-2164 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS. IIIIS: ELDERLY AND ADULT  
 ELDERLY AND ADULT SERVICES,  
 (50% Federal Funds, 50% General Funds)

Class/Account	Class Title	State Fiscal Year	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
107-500731	Contracts for Program Services	2021	\$0.00	\$87,585.00	\$87,585.00
107-500731	Contracts for Program Services	2022	\$0.00	\$175,170.00	\$175,170.00
	Subtotal		\$0.00	\$175,170.00	\$175,170.00

Grand Total SFY21	2021	\$0.00	\$3,221,777.01	\$3,221,777.01
Grand Total SFY22	2022	\$0.00	\$3,221,777.01	\$3,221,777.01
Total Contract		\$0.00	\$6,443,554.02	\$6,443,554.02